

RECRUIT TRAINING COMMAND INSTRUCTION 3000.1A

Subj: RECRUIT TRAINING COMMAND (RTC) STANDARD OPERATING
PROCEDURES

Ref: (a) RTCINST 1600.4 (Series)
(b) RTCINST 5370.1 (Series)
(c) RTCINST 1650.12 (Series)
(d) RTCINST 1600.3 (Series)
(e) SECNAVINST 5300.26 (Series)
(f) RTCINST 6320.7 (Series)
(g) RTCINST 1601.1 (Series)
(h) RTCINST 5112.2 (Series)
(i) RTCINST 5370.2 (Series)
(j) RTCINST 1552.1 (Series)
(k) RTCINST 1620.3 (Series)
(l) RTCINST 3140.1 (Series)
(m) RTCINST 3141.2 (Series)
(n) RTCINST 3120.32 (Series)
(o) RTCINST 11320.1 (Series)
(p) RTCINST 3440.16 (Series)

Encl: (1) Table of Contents
(2) Group Commander Standard Operating Procedures
(3) Ship's Leading Chief Petty Officer Standard Operating
Procedures
(4) Recruit Division Commander Standard Operating
Procedures
(5) Watchstanding Standard Operating Procedures
(6) Recruit Ship Staff Standard Operating Procedures

1. Purpose. To provide guidance for the management and training of Recruit Training Command Staff and Navy recruits. The procedures contained in this instruction are designed to assist personnel in the discharge of administrative and routine duties pertaining to RTC Ships (Barracks).

2. Cancellation: RTCINST 3000.1.

3. Background. The mission of RTC is to transform civilians into Sailors. Staff members who directly manage and train Navy recruits are integral to providing:

- a. An orderly and progressive adjustment to military life.

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b. Basic military indoctrination that contributes to successful future service in the Navy.

c. Physical fitness training that will enable recruits to maintain a fitness level consistent with the rigors of Navy life.

d. An atmosphere conducive to reinforcing the Navy's Core Values of Honor, Courage, and Commitment.

e. A training environment reflecting an emphasis on the health, safety and welfare of each recruit.

4. Scope of Responsibility.

a. The Military Training Department will:

(1) Maintain the contents of the Standard Operating Procedures.

(2) Issue change transmittals as appropriate to ensure policies, processes, and procedures are consistent with current practices in managing and training RTC Staff and recruits.

(3) Act on and maintain a file of recommendations for Standard Operating Procedures improvements pertaining to policies, processes, and procedures contained in the Standard Operating Procedures.

(4) Distribute the Standard Operating Procedures.

b. Fleet Commanders/Fleet LCPOs will:

(1) Be familiar with, execute, and endorse the contents of the Standard Operating Procedures and the SORM.

(2) Direct ongoing in-service training on the contents of the Standard Operating Procedures for all staff personnel who directly manage and train recruits.

(3) Forward recommendations for improvements to or modifications of policies, processes, and procedures articulated in the Standard Operating Procedures to the Military Training Department.

c. Group Commanders/Ship LCPOs will:

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(1) Be familiar with, execute, and enforce the contents of the Standard Operating Procedures and the SORM.

(2) Manage ongoing in-service training on the contents of the Standard Operating Procedures for all staff personnel who directly manage and train recruits.

(3) Supervise staff personnel charged with directly supervising and training recruits.

(4) Monitor the performance and progress of recruits.

(5) Forward recommendations for improvements to or modifications of policies, processes, and procedures articulated in the Standard Operation Procedures to the Military Training Department via the Fleet Commanders.

d. Recruit Division Commanders will:

(1) Be familiar with, execute, and enforce the contents of the Standard Operating Procedures (SOP), the SORM.

(2) Conduct ongoing in-service training on the contents of the Standard Operating Procedures for all staff personnel who directly manage and train recruits.

(3) Directly supervise and/or train recruits.

(4) Monitor the performance and progress of recruits.

(5) Forward recommendations for improvements to or modifications of policies, processes, and procedures articulated in the Standard Operating Procedures.

/s/

J. E. KNAPP

By direction

Distribution:

RTCINST 5216.2M (LIST I, III)

All Fleet Commanders

All Ship's Officers

All Ships (15)

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GROUP COMMANDER

STANDARD OPERATING PROCEDURES

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GROUP COMMANDER

The Group Commander provides organization, administration, leadership, health, welfare and morale, and ensures proper conduct and evaluation of recruits and staff in all phases of military duties and training.

101. ORGANIZATIONAL RELATIONSHIP

1. The Group Commander reports to the Fleet Commander.
2. Ship's personnel report to the Group Commander/Ship's LCPO concerning the day-to-day training and operation of the ship.

102. DUTIES AND RESPONSIBILITIES

1. Establish and exercise a rigid program to consistently resolve sensitive and potentially volatile issues concerning staff and recruits, including suicide gestures, Red Cross messages, security infraction, accidents, and grievances.
2. Counsel all ship's staff personnel to keep them informed of their professional development and help them establish and meet their career goals.
3. Hold quarters in the ship after Officer's call or as needed.
4. Submit periodic and annual evaluations and personal award nominations for ship's staff personnel.
5. Screen all recruits recommended for recruit aptitude boards/award boards.
6. Screen all recruit's hardcards on 3-5, 5-5, and 7-5 day of training (DOT). On 8-4 DOT stamp Training Unit Headquarters (TRAUHQ).
7. Hold Group Commander Inquiry as required, ensuring appropriate documentation is annotated on recruit's hard card prior to assigning or recommending motivational training (IT/AIT), setback, Recruit Aptitude Board (RAB), or Recruit Evaluation Unit (REU).
8. Counsel individual recruits concerning personal problems, performance and attitude as needed.

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9. 1-1 DOT (within 72 hours), conduct Welcome Aboard brief utilizing Appendix 1-1 as a guideline.
10. 1-1 thru 1-4 DOT, RDCs will schedule their Commissioning with Ship's LCPO and Group Commander. Perform Division commissioning utilizing Appendix 1-2 as a guideline.
11. Conduct a liberty brief with graduating divisions utilizing Appendix 1-3 as a guideline, ensuring each Sailor signs a page 13 utilizing Appendix 1-4.
 - a. If a division is scheduled to depart same day as Pass-In-Review, the liberty brief is not required.
12. Reconcile lost laundry claims and sign replacements if necessary.
13. Report all liberty incidents or personnel in an unauthorized absentee status.
14. Report any staff members/recruits that are admitted to the hospital for serious injury or illness.
15. Brief Recruit Division Commanders prior to receiving a new division.
16. Conduct a cash box audit for all division Laundry Petty Officers on 3-5, 5-5, and 7-5 DOT.
17. Maintain a Division Officer's Notebook (Appendix 1-5).
18. Regulate leave of all assigned ship staff personnel.
19. Ensure recruits are informed of the Navy/command/ship procedures.
20. Perform such duties as required or assigned.
21. Perform unscheduled visits (to include after normal working hours) of all ships' compartments assigned to their charge to ensure proper training of recruits is being conducted.

103. SCOPE OF AUTHORITY

1. Warning, reprimand counseling, probation or dismissal.
2. Assign ITx1, ITx2, ITx3, and AIT (IAW Ref K).

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3. Referral to Fleet Commander Inquiry.
4. Referral to Recruit Aptitude Board (RAB) or Recruit Evaluation Unit (REU).
5. Reassign to another division any recruit who is deemed to be detrimental to a division's morale, safety, or discipline.
6. Phase or lateral ASMO.

SHIP'S LEADING CHIEF PETTY OFFICER

STANDARD OPERATING PROCEDURES

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SHIP'S LEADING CHIEF PETTY OFFICER (LCPO)

The Ship's Leading Chief Petty Officer provides organization, administration, leadership, supervision, morale, and ensures proper conduct and evaluation of recruits and staff in all phases of military duties and training. Will serve as an advisor to the Group Commander on all matters concerning enlisted staff members and recruits.

201. ORGANIZATIONAL RELATIONSHIP

1. The Ship's LCPO reports to the Group Commander.
2. Ship's personnel report to the Group Commander via the Ship's LCPO concerning the day-to-day training and operation of the ship.

202. DUTIES AND RESPONSIBILITIES

1. Establish and exercise a rigid program to consistently resolve sensitive and potentially volatile issues concerning staff and recruits, including suicide gestures, red cross messages, security infractions, accidents, and grievances.
2. Counsel all ship's staff personnel to keep them informed of their professional development and help them establish and meet their career goals.
3. Act as a point of contact for the Command Master Chief and Fleet LCPO.
4. Conduct a continual review and advises the Group Commander on policies, directives, programs, and training which affects staff and recruit.
5. As directed, accompany the Group Commander on inspections and/or visits.
6. Hold quarters as determined by the Group Commander.
7. Conduct daily assessment of the ship's readiness.
8. When required, hold Ship's LCPO Inquiry.

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9. Assist the Group Commander in all matters pertaining to the welfare, health, job satisfaction, morale, utilization, and training of staff and recruits.

10. Ensure fair and equitable rotational manning assignments for assigned personnel.

11. When assigning RDCs to a division, the ship's LCPO will ensure:

a. There are three RDCs per division, including one CPO (whenever possible).

(1) One female RDC is assigned per integrated division.

(2) There is a balance of recruit training experience among assigned RDCs.

(3) Balance of leadership/CMEO among the RDCs assigned to a division as manning allows or command policy.

b. RDCs will not be rotated out of their division except in the case of emergency or due to operational necessity.

(1) The Chain of Command and the RDC Manning Coordinator must approve all shifts of personnel.

(2) When RDCs are rotated out, a replacement will be assigned for the division.

c. RDCs will be assigned at least one week prior to division pick-up.

(1) The pick-up list will be forwarded to the RDC Manning Coordinator for compilation and promulgation.

12. Continually monitor the daily operation of the ship to ensure compliance with all instructions.

13. Each month, choose one compartment; conduct a thorough page check of the Red Book and SOP; ensuring that all effective changes have been made.

14. Counsel staff and recruits concerning personal problems, performance and attitude.

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15. Give newly reporting RDCs a "Welcome Aboard Brief." A sample is provided in Appendix 2-1. Some of the topics to cover are, but not limited to:

a. Use of publications. (Red Book, SOP, and Instructors Guide). Commanding Officer's policy/guidelines Appendixes 2-2, 2-3, and 2-4.

b. Compartment arrangement/upkeep.

c. Duty assignment and rotation.

d. Treatment of recruits. (Reference (a))

e. Staff interactions to include sexual harassment and fraternization. See RTCINST 5370.1 series.

16. Supervise the Training Petty Officer to ensure updating of all training records.

17. Supervise the Publications Petty Officer to ensure all manuals and instructions are kept up-to-date.

18. Supervise the Building Maintenance Supervisor to ensure the readiness of the ship is maintained.

19. Ensure safety reports are filled out and turned into Safety as required, including mishap reports.

20. Interview all RDCs completing 4-6 division pushes in accordance with command policy, ensuring they are qualified for a Training Facilitator Assignment.

21. Assign qualified RDCs as mentors to personnel in RDC School who will be assigned to the ship.

22. Indoctrinate RDCs-in-training of ship's policies.

23. Review and approve the ship's OOD watchbill.

24. Perform additional duties as directed by the Group Commander.

25. Submit periodic and annual evaluations and personal award nominations for ship's staff personnel.

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26. Screen all recruits recommended for recruit aptitude boards.
27. Screen all recruits' hard cards, on 3-5, 5-5, 7-5, and 8-4 day of training (DOT) to ensure all training requirements are completed.
28. Report all liberty incidents or personnel in an unauthorized absentee status.
29. Report any staff member/recruits that are admitted to the hospital for serious injury or illness.
30. Regulate leave of all ship staff personnel.

203. SCOPE OF AUTHORITY FOR RECRUIT DISCIPLINE

1. Warning, reprimand counseling, probation, and dismissal.
2. Assign Intensive Training as necessary times 1 and 2 (IAW Ref K).
3. Require recruit to repeat deficient evaluation.
4. Refer recruit to Group Commander Inquiry for disposition, if in a ship with an assigned Group Commander
5. Refer recruit to REU or RAB.
6. Phase or lateral ASMO.

RECRUIT DIVISION COMMANDER
STANDARD OPERATING PROCEDURES

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RECRUIT DIVISION COMMANDER

RECRUIT DIVISION COMMANDER'S CREED

"THESE RECRUITS ARE ENTRUSTED TO MY CARE. I WILL TRAIN THEM TO THE BEST OF MY ABILITY. I WILL DEVELOP THEM INTO SMARTLY DISCIPLINED, PHYSICALLY FIT, BASICALLY TRAINED SAILORS. I WILL INSTILL IN THEM AND DEMONSTRATE BY MY OWN EXAMPLE THE HIGHEST STANDARD OF HONOR, COURAGE, AND COMMITMENT."

301. ORGANIZATIONAL RELATIONSHIP

1. Recruit Division Commanders report to the Group Commander via the Ship's LCPO.
2. All recruits report to the Recruit Division Commander via the divisional staff for all matters concerning the day-to-day training, safety and operation of the division or for personal problems.

302. DUTIES AND RESPONSIBILITIES

1. Provide organization, administration, leadership, supervision, and morale, ensuring proper conduct and evaluation of recruits in all phases of military duties and training.
2. Conduct a continual review of and advise the Ship's LCPO on policies, directives, programs, and training which affects recruits.
3. Prior to picking up a division, conduct a thorough page check of the Red Book, Standard Operating Procedures, and Instructor Guides to ensure they are updated with the latest changes.
4. When appropriate, request Ship's LCPO Inquiry.
5. Assist the Group Commander/Ship's LCPO in all matters pertaining to the welfare, health, job satisfaction, morale, utilization, and training of recruits in order to promote good order and discipline.

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6. Continually monitor the daily operations of recruits within the ship to ensure compliance with all instructions and make recommendations for improvements.
7. Train recruits in the areas of military drills.
8. Counsel recruits as needed.
9. Perform additional duties as directed by the Group Commander/Ship's LCPO.

303. SCOPE OF AUTHORITY

1. Verbal Reprimand/warning.
2. Require recruit to repeat deficient evolution.
3. Enter offense in recruit's hardcard or document demerit chit.
4. Submit a military offense report.
5. Personally administer Instructional Training Exercise (ITE).
6. Refer disciplinary problems to Ship's LCPO inquiry.

304. STAFF PERSONNEL APPEARANCE (See Reference (a))

1. Military Uniform Articles, U.S. Navy regulations, and local uniform policies apply while onboard Recruit Training Command. Each Division Commander's appearance should serve as a textbook example for recruits to emulate, as per reference (a).
2. Civilian Clothing. All personnel assigned to Recruit Training Command must wear regulation uniform articles at all times when training or interacting with recruits. Civilian clothes are not authorized in any recruit space except as authorized per reference (a). Appropriate athletic attire (RTC Staff PT-shirt and dark colored shorts with or without sweat suit) may be worn while participating in organized athletic activities.

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3. Uniform Alterations. The uniform will not be altered in any way except to bring about a proper and pleasing fit.

4. Relaxing The Uniform. RDCs are not authorized to relax (i.e. roll sleeves) their uniform appearance at any time while onboard RTC. It is essential that the role model image remains consistent.

5. Staff members will wear Uniform of the Day at all times, including weekends, except when:

a. Participating with divisions conducting Battle Stations coveralls will be worn.

b. Leading or participating in physical training (authorized RTC PT gear only).

c. Assigned to working parties.

6. Aiguillettes

a. Red aiguillettes are authorized by Uniform Regulations for wear by all qualified Recruit Division Commanders assigned to RTC.

b. Recruit Division Commander School students are authorized blue aiguillettes for wear.

c. Attach the aiguillette just inboard of the left shoulder seam, approximately $\frac{1}{4}$ inch above the seam.

d. Wear the aiguillette on outer garments whenever they are worn.

e. At no time will aiguillettes be displayed or worn in an inappropriate manner (e.g. hung on car mirrors, worn on civilian clothes, etc).

f. Wear it on all uniforms with the exception of the formal dress uniform, dinner dress uniform, utilities, coveralls, or camouflage (BDUs).

7. Recruit Division Commander (RDC) Badge

a. Military personnel who possess the 9508 NEC and who are currently assigned to duty as a RDC at Recruit Training Command will wear the RDC Badge.

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(1) Wear the badge on all uniforms upon which the aiguillette is worn on.

(2) Males will wear the badge on the left shirt pocket. On pockets with flaps, center the badge between the lower point of the flap and the bottom of the pocket, midway between the two sides. On pockets without flaps, center the badge on the pocket, midway between the top and the sides.

(3) females will center the badge $\frac{1}{4}$ inch above the coat/shirt pocket or above authorized ribbons/breast insignia.

(4) RDCs authorized to wear gold wreaths on their badges will wear them in accordance with reference (b).

1. Black Leather Cap

a. The black leather cap, with or without ski mask is authorized for wear by RDCs when uniform of the day is "wear watch caps down."

b. The cap shall not be worn outside the confines of RTC.

c. A small cap device will be worn on the front of the cap, centered on the flap.

d. When the cap is worn with earflaps down, the chinstrap shall be fastened beneath the chin.

2. Scarf

a. White Scarf. The white scarf is authorized for wear with the peacoat, all-weather raincoat, bridge coat, and relaxed fit coat. It is worn under the outer garment.

3. Reflective Arm Band

a. Reflective armbands will be worn by the RDC, while marching with the division from sunset to sunrise and during periods of low visibility (e.g. rain, snow, fog, etc).

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b. Reflective armbands will be worn around the upper left arm and may be secured in place by a safety pin to prevent the armband from sliding down the arm.

4. Boots

a. Navy issue safety boots/shoes are authorized to be worn by RDCs who are actively pushing a division.

b. Navy issue safety boots/shoes may be worn in working uniforms.

c. Navy issue safety boots/shoes are only to be worn in the confines of RTC.

305. STANDARDS OF CONDUCT

1. Dealings with recruits. Reference (c) will be strictly followed.

a. No recruit may be used as a servant (e.g. shining shoes, ironing clothes, exchange runs for the RDC, etc).

b. Recruits may be addressed only in the following manner:

(1) By last name.

(2) By the word "recruit."

(3) By "seaman recruit," and last name.

(4) Recruit petty officers may be referred to by title.

2. Maltreatment. See reference (d). No person assigned to RTC shall maltreat recruits at any time.

3. Fraternization. See reference (b). Fraternization is prohibited.

4. Sexual harassment. See reference (e). Sexual harassment is prohibited.

5. Differences of opinion between staff personnel, complaints and criticisms shall not be discussed in the presence of recruits.

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306. MEDICAL EMERGENCIES

1. Recruits shall not be denied medical attention.
2. An ambulance will be called for any individual requiring immediate medical attention. The telephone extension number for emergency ambulance service is 9911.
3. RDCs will notify Group Commander/Ship's LCPO/OOD and fill out ambulance/supervision report.

307. DENTAL EMERGENCIES

1. Any dental emergencies from taps to reveille will be sent to Building 1017 via ambulance for evaluation.

308. DENTAL SICK CALL

1. Dental sick call will be conducted per current Dental Department directives.

309. MEDICAL/SICK CALL/APPOINTMENTS (See reference (f))

1. RDCs will ensure that recruit appointments are kept.
2. If conflict arises due to illness, transfer from the division, UA, brig, discharge, etc., the Medical/Dental Liaison will be notified of the conflict/change.
3. RDCs will make a hardcard entry for those recruits reporting/returning from the dispensary, logging all medications prescribed.

310. LIGHT LIMITED DUTY (LLD)

1. LLD may be given to recruits from medical/dental.
2. RDCs are responsible for ensuring strict compliance with medical/dental recommendations.
3. RDCs shall be aware of LLD recruits during ITE sessions.
4. LLD needs to be documented in recruit's hardcard.

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311. SICK IN QUARTERS (SIQ)/BED REST

1. Recruits may be assigned SIQ by medical/dental.
2. No ITE/IT for recruits on SIQ.
3. SIQ will be documented in recruit's hardcard.
4. Recruits will get up to go to the galley unless the medical chit specifically states meals in ship.
5. RDCs will sign medical chits and place the division number in the upper left hand corner.

312. SPECIAL MEDICAL GROUP

1. Red identification tags identify personnel who have allergies/reaction to certain medications, etc.
2. Red identification tags will be issued by 1-5 DOT and shall be worn by recruits at all times.
3. Sickle Cell Trait (SCT)/G6PD recruits will be trained the same as all recruits. Hydration shall be strictly adhered to for SCT/G6PD recruits. Refer to Red Book for further guidance.
4. PPD Converter/INH recruits will be monitored to ensure medication is being taken.

313. RDC PT GUIDELINES

1. During PT, two RDCs shall be present.
 - a. RDCs will be in appropriate PT gear and leading PT. See reference (c) for guidelines on proper PT gear.
2. PT shall be conducted IAW the PT package issued by Scheduling.

314. SUPERVISION OF RECRUITS

1. At no time will a RDC spend the night in a compartment with a division occupied by the opposite gender.
2. See reference (g) for a "two RDC rule".

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3. One RDC will remain with the division from taps to reveille during the first 48 hours. Group Commander/Ship's LCPO will assign additional time as needed.

4. During the hours of taps to reveille:

a. When staff members enter a compartment, at least one of them must be the same gender as the recruits in the compartment.

5. No recruit will depart from a compartment/ship from taps to reveille unless:

a. Participating in Battle Stations (under escort of RDC).

b. Assigned to a Ship's watch.

c. Participating in GQ-1/GQ-2 (under escort of RDC).

d. Directed by the OOD or Rover and/or general announcing system in response to an emergency.

e. Following division schedule (Under escort of RDC).

315. MAIL HANDLING (reference (h))

1. Personnel without specific authorization will not sort, carry, or otherwise handle mail except which is specifically addressed to them.

2. The following is the correct mailing address for all recruits:

SR Last Name, First Name, Middle Initial
Ship_____Division Number_____
Recruit Training Command
3301 Indiana Street
Great Lakes, IL 60088-3127

3. Recruits are not allowed to receive any food items in the mail. Packages may contain items authorized by current directives (i.e. religious medallions, photographs), which may be easily fit into the personal drawer.

4. Mail must be handed out daily prior to Taps.

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5. Mail **CANNOT** be held as a disciplinary tool.

316. DISCIPLINARY SITUATIONS/ACTIONS

1. Comply with Commanding Officer's Policy/Guidance.
2. Discipline must be effective and consistent throughout all phases of training.
3. Corrective action and motivational training must be administered fairly, uniformly, and as expeditiously as possible in order to provide a solid foundation from which to develop self-discipline within the individual recruit.
4. It is necessary to provide a positive atmosphere of education, encouragement, and achievement, which will enhance the personal development of the insecure and slow recruit and encourage the belligerent, disruptive recruit to conform to essential standards.
5. The proper training environment should include the application of the best possible motivational methods for these individuals to become productive assets to the Navy.
6. Fighting
 - a. Separate recruits.
 - b. Notify Ship's LCPO/Group Commander.
 - c. Call Security if situation dictates.
 - d. Document hardcards.
 - e. Notify CDO/ACDO.
7. Refusal to train
 - a. Counsel recruit.
 - b. Document hardcard.
 - c. Refer to Ship's LCPO/Group Commander.
 - d. If after curriculum hours, contact the CDO/ACDO.
8. Sexual Harassment. (See reference (i)).

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- a. Notify CDO/Legal/CMEO/LCPO/Group Commander.
 - b. Notify Security if situation dictates.
 - c. Fill out Request for Investigation form Appendix 3-1.
 - d. Document hardcard.
9. Fraternization
- a. Notify LCPO/CDO.
 - b. Notify Legal.
 - c. Fill out Request for Investigation form Appendix 3-1.
 - d. Document hardcard.
10. Theft
- a. Allow no one to leave. Place recruits at GQ.
 - b. Call LCPO/Group Commander/CDO/ACDO/Security.
 - c. **DO NOT** conduct a search without Commanding Officer's permission.
 - d. Refer to Ship's LCPO/Group Commander.
 - e. If stolen item is over \$100, refer to Legal via Appendix 3-1.

317. LEGAL DEPARTMENT NOTIFICATIONS

- 1. Sexual Harassment/Sexual Assault/Rape.
- 2. Fraternization.
- 3. Homosexual disclosures/conduct.
- 4. Assault.
- 5. Theft over \$100 or theft of mail.

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6. Drug use/abuse.
7. Recruit to recruit contact of a sexual nature (including kissing).
8. Staff to recruit contact.
9. Staff to recruit maltreatment/inappropriate conduct.
10. Willful destruction of government property.
11. Death.
12. Any racial incident.
13. Any other violent or serious crime.

318. ILLEGAL/IMPROPER DRUG USE

1. Disposition: Many recruits will, for various reasons, reveal information to their RDCs regarding drug abuse. The abuse may take different forms such as: a recruit dispensing a prescription drug to other members of the division; use of narcotics or marijuana while in recruit training; or prior to service drug use. The following action is to be taken by the RDC when the situation arises:

a. A recruit admits to the RDC that he/she is experiencing flashbacks (term used to describe recurrence of an "acid trip") or some other form of withdrawal symptoms from prior service drug use.

(1) Question the recruit further and to the best of your ability try to determine the validity of their statement. Refer the recruit to medical for consultation if recruit is visibly showing signs of problems. If you cannot determine anything by questioning the recruit, set up a LCPO inquiry to determine a course of action.

b. A recruit makes an admission to the RDC concerning prior service drug use.

(1) Question the recruit further and to the best of your ability try to determine the validity of their statement. Notify RTC Legal via Appendix 3-1.

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c. A RDC suspects or has knowledge that a recruit has used or possesses some form of dangerous drug, narcotic or marijuana at RTC. The action here also pertains to the usage while at RTC.

(1) Immediately post a watch to secure the area where the incident has taken place and post a watch on the personal locker of the recruit known to be involved. Notify Security of the incident. **Do Not** at any time, attempt to search the recruits involved or their personal lockers in regards to the incident. Notify RTC Legal via Appendix 3-1.

(2) After normal working hours, notification of all incidents above will be directed to the CDO.

(3) Questions concerning drugs themselves are to be answered by the Command Drug/Alcohol Program Advisor (DAPA) located in building 1127.

319. MOTIVATIONAL TOOLS

1. Only authorized exercises are permitted while training recruits.

2. Instructional Training Exercises (ITE). See reference (j)) (Red Book) regarding hard card documentation.

a. ITE is designed to correct sub-standard performance (i.e. lack of discipline and military bearing); not as punishment for failure of a graded evolution (i.e. academic test failure, static inspection failure).

b. Only authorized RDCs will administer ITE.

c. Two RDCs must be present during any division strength ITE session (21 or more recruits).

d. Recruits must be given sufficient space from other recruits or structures to perform the exercises properly, and to avoid personal injury.

e. Recruits will be hydrated before and after ITE.

f. Recruits will perform to their maximum capability up to the prescribed limits for that exercise. Each exercise is only performed for one set.

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g. RDCs may begin an ITE session with any exercise on the card, but then must continue in order from top to bottom.

h. All exercises will be conducted at a quick time pace.

i. A maximum of two ITE sessions, per day, per recruit.

j. While conducting ITE recruits must count all exercises.

k. ITE sessions will not:

(1) Be administered prior to medical screening and issuance of a "fit for full duty" stamp by medical.

(2) Be administered until completion of the sickle cell trait results.

(3) Be administered for the remainder of the day after inoculations.

(4) Be administered to recruits ordered to light duty.

(5) Be carried to the point of injury or illness.

(6) Be administered 15 minutes prior to meals or earlier than one hour after meals.

(7) Be administered within one hour of any other form of formal physical training (i.e. RDC PT, PT test, IT/AIT).

(8) Be administered before 1330 on Sundays or recognized holidays.

(9) Be administered in a manner that will cause undue embarrassment.

(10) Be administered under temperatures of extreme cold or heat.

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(11) Be administered in mud, snow, on wet ground, or hot pavement.

(12) Be administered at any location not within the confines of RTC.

ITE is not a tool to improve the physical fitness of a recruit. If performed the day prior to PT1 or PT2, it could result in a recruits' inability to maximize performance during these tests.

1. The 20/20/20 session is designed as a "swift and unexpected" motivational tool for RDCs not in that recruits direct chain of command. If the recruit is in the RDCs direct chain of command, the ITE card must be used. An RDC may only administer one 20/20/20 session to a particular recruit per day.

(1) Prior to conducting s 20/20/20 session, RDC will ask the recruit the following:

(a) When was the last 20/20/20 session conducted?

(b) Are you light limited duty (LLD)?

(c) At what time did you last eat?

(2) The 20/20/20 session will be conducted at a quick pace and consist of the following:

(a) 20 jumping jacks (four count).

(b) 20 push ups (two count) 3-1 DOT and beyond.

(c) 20 minute rest.

3. Intensive Training (IT). (See reference (k)).

a. IT is a motivational tool, not punishment.

b. When a training deficiency exists, appropriate attempts to correct these deficiencies include counseling or Extra Military Instructions (EMI).

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c. Recruits will not be sent to IT to correct training deficiencies or deficiencies in the Bunk/Locker/Compartment/PI areas of training.

d. IT is warranted to improve attention to detail due to motivational problems, after repeated attempts at counseling and/or EMI have failed.

e. RDCs will document deficiencies on the hardcard and refer to Ship LCPO for recommendation to assign IT.

f. An assignment to IT is only valid for 72 hours, after which the Group Commander/Ship's LCPO must reassign.

g. RDC shall ensure that the IT candidate is Fit For Full Duty (FFD) before going to IT.

h. RDC will ensure that the recruit has eaten prior to attending IT.

i. After the completion of IT session, RDCs shall ensure proper documentation by the IT staff members has been done in the hardcard.

j. IT session failures will be given the opportunity for remediation.

k. After three IT failures, RDCs will document hardcard and refer recruit to LCPO for assignment to Advanced Intensive Training (AIT) or further disposition.

4. Advanced Intensive Training (AIT). (See reference (k)).

a. AIT is a motivational tool, not punishment. AIT is a natural extension of IT exercises designed for recalcitrant recruits who display little or no benefit from participation in IT.

320. GROUP COMMANDER'S INQUIRY (GCOI)/SHIP'S LCPO INQUIRY (LCPOI)

1. Recruits will be sent to GCOI/SLCPOI when:

a. Additional counseling is required.

b. Recruits require more EMI than the Division Commanders are authorized to assign.

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c. A recruit leaves the confines of RTC without permission.

d. Higher authority requires motivation or discipline.

2. When a recruit is referred to GCI/SLCPOI, the hardcard will be documented to include the RDC's recommendation.

321. INTERRUPTIONS IN TRAINING (PASS AND FAST)

1. Personal Applied Skills Streaming (PASS):

a. PASS is for recruits who demonstrate social skills deficiencies in the following areas: difficulty adapting to a racially/culturally diverse setting, unable or unwilling to submit to authority, have trouble handling stress, low self-esteem, or unable to set goals or successfully solve problems.

b. Procedure for assigning a recruit to PASS Training Unit:

(1) Document problem areas (i.e. disruptive behavior, low self-esteem, or lack of motivation) on hardcard. If problems are discipline related it is expected that other motivational tools be used before referring to PASS (i.e. IT/AIT, set back in training).

(2) LCPO Inquiry recommending assignment to PASS Training Unit, after 1-5 DOT, documented on hardcard.

c. Once a recruit has been accepted to the PASS program, RDCs will receive a memo. ASMO the recruit on the Monday indicated. Ensure the recruit has breakfast prior to being sent to ASMO central for ASMO slip. ASMO central opens at 0730.

d. Recruits must report to PASS NLT 0900 for processing. Any recruit that arrives after this time will be returned to their division to wait the following session. Exceptions to being late are, if a mandatory event is happening that day such as testing, swim qualification, PT test, etc. Ensure recruit has ASMO slip, pink folder, extra key, and fully documented hardcard.

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e. Recruits who complete PASS training will be required to attend weekly follow-on meetings every Thursday, 1900-2000 in Ship 8.

2. Fundamental Applied Skills Training (FAST):

a. Recruits are assigned to FAST holding based on their VE score set by current command policy—which qualifies them to attend the FAST (2459) Program. Recruits are (2457) based on their verbal skills.

b. FAST recruits will be taken to the evening meal on 1-1 DOT and then sent to Ship 8 (FAST Holding Unit). RDCs are to ensure that ASMO slips are picked up prior to 1600 on 1-1 DOT.

c. RDCs shall ensure recruits have in their position their ditty bag, sea bag, valuables, PRT folder, spare key, hardcard, stamp kits, linen, clothing IOUs, medical appointment slips, and an ASMO slip. RDCs must ensure these recruits keep all of their clothes separate from the rest of the division. Do not turn in their utilities with the division number on uniform items. Complete a signed sea bag inventory sheet prior to reporting to FAST.

d. Recruits reporting to FAST will not be taken after 2000 on 1-1 DOT. Recruits unable to report by 2000 must report the following morning. RDCs are responsible for ensuring hardcards are up to date, initialed and signed. RDCs must review hardcards for shots information, date and signature, POB, NOK, P-day lecture page should be signed by RDC and initialed by recruit.

e. RDCs are responsible for the initial training of these recruits. Prior to reporting to FAST, they should be taught how to fold their uniforms, proper stowage of uniforms in locker compartment, and how to properly make their bunk. Recruits are also expected to know correct procedures for wearing their uniform (e.g. gig line, guard belt, ball/watch cap, correctly filled out notebook, etc). FAST Recruits with hometown banks must go to building 1405 during division's scheduled DDS sign-up for the Armed Forces Bank and Navy Federal Credit Union.

f. Only the recruits listed in the memorandum will be assigned to FAST.

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322. RECRUIT EVALUATION UNIT (REU) REFERRAL

1. REU examines, observes, treats and recommends disposition of recruits referred for psychiatric observation and provides psychiatric services as required. Since evaluation at REU involves psycho-diagnostic testing, interviewing and, possibly, contact with family members, REU prefers referral to REU early in the day. Referrals at the end of the day sometimes result in the recruit spending the night in sleepers, (Ship 15), and necessitate a return to REU the next day. REU will retain copies of all referral forms utilized by the recruit. All recruits seen by REU will have all required paperwork with disposition documented on the hardcard.

2. Types of referral:

- a. Self-Referral - the recruit requests REU service.
- b. Command Referral - appointed by the Group Commander/Ship's LCPO.
- c. Emergency Referral - the situation is such that compliance with the notification procedure is not practicable.

3. Documentation:

- a. The RDC or OOD shall document all behaviors on the recruit's hardcard at the time of occurrence.
- b. Bed wetting - only can be referred to REU after a third incident (verified/documented). Prior two incidents will be documented on hardcard and the recruit is sent to medical for evaluation.
- c. Sleepwalking - can be referred on first incident. There must to be two different witnesses at the time of sleepwalking. Incident must be documented on hardcard and the recruit must be place on the bottom rack for safety reasons.
- d. Recruits involuntarily referred to REU will be referred utilizing either the Command referral or Emergency referral and issued a Notification of Mental Health Evaluation and a Patients Rights Document. One copy of the Notification of Mental Health and one copy of the Patient

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Rights Document will accompany the recruit to the REU. A second copy will be forwarded to the Legal Officer.

4. Procedures:

a. Self-Referral: When a recruit displays abnormal behavior, which indicates a possible mental disorder, the RDC will explain the availability of REU to the recruit. Inform the recruit that he/she may request REU services. If, after explanation of REU, the recruit desires an REU visit, afford the recruit the opportunity to go to REU; the RDC shall document the hardcard to show that the recruit is a self-referral to REU. The recruit will be referred to LCPO/Group Commander Inquiry.

b. Command Referral: If the recruit does not desire an REU visit, the Group Commander may consider a command referral. The Group Commander or representative may determine a command referral appropriate due to behavior, which indicates lack of contact with reality. The Group Commander or representative must first contact either a clinical psychologist or a psychiatrist to initiate the command referral. The Group Commander or representative must then serve the recruit with a Notification of Mental Health Evaluation. The recruit must be afforded two days to exercise the rights set forth in the notification letter unless he/she expressly waives that period. Recruits exercising their rights set forth the notification letter will be sent to the Legal Department. The recruit will acknowledge documentation of counseling on the Acknowledgment of Counseling form with an attorney.

c. Emergency Referral: A situation that occurs in which immediate medical attention is required. RDC shall make an emergency referral when information indicates the recruit is a danger to self or others. Send the recruit immediately to REU or 200H. Send a memorandum within 72 hours, setting forth the reasons for the emergency referral. Provide copies of the memorandum to the member and the mental health professional for inclusion in the member's health record. Forward a copy of the Emergency Referral Memorandum to the Commanding Officer via the Legal Officer. If, following a self-referral, REU personnel refer the recruit to building 200H for involuntary admittance, the Group Commander must complete an emergency Referral for Mental Health Evaluation.

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d. When REU recommends a recruit back to training after a medical referral, the RDC will verify for face-to-face turnover with REU staff. The RDC will escort the recruit back to the division.

e. In cases when the RDC cannot be contacted, medical and REU will contact the Ship's LCPO/Group Commander or the Fleet LCPO/Fleet Commander.

f. Recruits diagnosed as being alcohol dependent may be recommended for a Trial of Duty by REU. The recruit must be between NOA and 3-1 DOT. Documentation will enter in the recruit's medical record and a copy of the case history will be provided to the Command DAPA.

(1) The Command DAPA will inform the Commanding Officer of each case and the final decision for Trial of Duty status will rest with Commanding Officer.

(2) During Trial of Duty, the recruit will be scheduled for necessary counseling sessions with the Command DAPA to encourage truthfulness and motivation for continued training. The recruit will return to REU for a second evaluation on the 3-1 DOT using medical data and information provided by the DAPA and RDCs. Final diagnosis will dictate appropriate disposition of recruit. Recruits found to be malingering will have medical record and hard hardcard documentation entered and be returned to duty.

g. During non-curriculum hours (1600-0700)/Saturday and Sunday, the OOD will notify the CDO/ACDO if problem arises.

323. HEAT CONDITIONS. (See reference (l))

324. CHILL CONDITIONS. (See reference (m))

325. ARSS/SEAL/DIVER/EOD CANDIDATES

1. Recruits interested in the ARSS/SEAL/DIVER/EOD Program must be given ample opportunity to apply.

2. RDC shall send candidates to the pool.

3. Recruits enlisted under these contracts must have three (3) attempts to pass the screening test.

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4. SEAL/DIVER/EOD candidates are required to PT with Dive Motivators on assigned PT days.

5. Aviation Swimmers have the option of RDC PT or Dive Motivator on assigned PT days.

6. All contract DIVER/ARSS candidates will report to the pool NLT 0630 and will return to the division after they eat chow, NLT 0900.

326. RECRUIT AWARDS (NLA, MEA, etc.)

1. Two recruits from the division, who display the highest qualities as a Sailor, will be selected from each division by the RDCs.

2. RDCs will fill out Recruit Board Nomination form, Appendix 3-2.

3. These two individuals will report to the Group Commander/Ship's LCPO for initial nomination NLT Friday prior to scheduled awards board with documented hardcards and completed nomination form.

4. Group Commander/Ship's LCPO will forward the nominations to the respective chain of command IAW division's locator/ schedule.

327. HONOR RECRUIT

1. It is the RDC's responsibility to brief the division on the criteria for selecting an Honor Recruit.

2. Each recruit in the division will vote for his/her selection for Honor recruit. The recruit receiving the most votes will be the Honor recruit. The runner-up will be the alternate.

3. RDCs will fill out the honor recruit form, Appendix 3-3.

4. The Honor recruit selected will report to the Group Commander/Ship's LCPO with documented hardcard and completed nomination for NLT Friday prior to scheduled awards board.

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5. Group Commander/Ship's LCPO will forward the nominations to the respective chain of command IAW division's locator/ schedule.

6. Disqualification as Honor recruit and selection of an alternate candidate must be brought to the chain of command via the Group Commander/Ship's LCPO immediately.

328. ACADEMIC AWARD WINNER

1. The recruit with the highest academic average for the division shall be designated the divisions "Academic Award Winner."

2. RDCs will fill out Academic Award Winner form, Appendix 3-4, for the two recruits with the highest total average GPA on tests 1-2.

329. MERITORIOUS ADVANCEMENT TO E-2 OR E-3

1. A maximum of ten percent of graduated recruits can be meritoriously advanced to paygrade E-2 or E-3.

2. This number shall be derived after subtracting the number of recruits that are automatically advance upon completion of basic training as a result of prior military entrance agreement (i.e., NJROTC experience or college credit.)

3. The full ten-percent does not have to be used, as only truly deserving recruits shall be recommended. Navy League Award, Military Excellence Award, and the Military Officer's Association Award winner automatically receive meritorious advancement to E-2 or E-3 as appropriate. These recruits do not count against the ten-percent allowance, and an additional recruit may be nominated in their place. Recruits selected for meritorious advancement will be promoted effective the date of successful completion of recruit basic training.

4. RDCs shall:

a. Evaluate assigned recruits using the aforementioned criteria.

b. Submit a Meritorious Advancement Recommendation Letter (Appendix 3-5) to the Fleet Commander via their

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Group Commander no later than the second day following Academic Test 2.

c. Maintain a copy of Recommendation Letter in the division's records.

d. Provide a copy to the advanced recruit.

330. HOSPITAL LIAISON AND VISITATION PROGRAM

1. Hospital Liaison and Visitation Program is established to enhance morale and conduct periodic visits to ensure that hospitalized recruits and staff members are receiving administrative support and assistance.

2. Their RDC will visit recruits admitted to the hospital within 24 hours.

3. RDC will bring health and comfort items to include a change of undergarments and toiletries. Ensure all items are noted on sea bag inventory form.

331. THANKSGIVING/CHRISTMAS DINNER/LIBERTY POLICY

1. Recruit Scheduling Office (RSO) will provide guidance and instructions.

332. DROP EVALUATION

1. At the end of a division push, all RDCs of the division must fill out a Recruit Division Commander Evaluation, Appendix 3-6. The Ship LCPO will give this form to the RDCs.

333. DIVISION RECORDS

1. RDCs shall retain all divisional records (deck logs, medical chits, etc.) for one year after the division departs from RTC.

334. CORRESPONDENCE WITH CIVILIAN SOURCES

1. Any communication from civilian sources to RDCs concerning a recruit must be treated as official correspondence. The public is typically unaware of proper channels of contact within Recruit Training Command. Because of this fact, personal notes, inquiries,

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commendations, or letters regarding any recruit or RDC shall be submitted to the Commanding Officer via the chain of command.

2. Forward phone calls from civilians to the Public Affairs Office during normal working hours, and to the Command Duty Office on weekends and periods outside normal working hours.

335. VEHICLES

1. All vehicles will be operated in accordance with current RTC traffic regulation.

2. RTC Staff members are not to ride in front of, alongside, or directly behind recruit divisions.

3. Staff members will not instruct, correct, or address a division while riding inside or on any type of vehicle. If a situation requires immediate instruction to ensure the safety of recruits/personnel, the staff member will park the vehicle safely, get out, and address the situation as necessary.

4. Recruits are not permitted as passengers in privately owned vehicles of staff members.

336. VISITATION OF RECRUITS IN TRAINING BY THEIR RECRUITER

1. Purpose is to establish RTC procedures to allow recruiters who are in the area to visit their recruits. This recruit visit should strengthen the relationships between RTC Recruit Division Commanders and CNRC Recruiters providing feedback and information between these military professionals. The following procedure is provided:

a. Recruiter-to-recruit visits may occur after 2-1 DOT.

b. Recruiters are responsible for initiating visit by contacting the Group Commander or LCPO directly (normally one working day prior to the visit).

c. The Ship's LCPO is responsible for coordinating the Recruiter-to-recruit visit with the RDC.

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d. The recruit's RDC is responsible for coordinating the Recruiter-to-recruit visit with the Recruit.

e. Recruiters are normally allowed to visit their recruits between the hours of 1830 to 2130 Monday through Saturday, and 0700 to 1300 on Sundays and holidays. Visits outside these times will be coordinated through the Group Commander or LCPO.

f. Recruiters will check-in with the Ship's OOD and a deck log entry shall be made including the date, time, Recruiter's rate and name, location of Recruiter's station, recruit's name and division number.

g. An RDC will remain with the Recruiter throughout the visit

h. Visits will normally last approximately 20-30 minutes.

i. Upon completion of the visit, the Ship's OOD will make a deck log entry of the Recruiter's departure time.

2. During Recruiter Refresher Training Visits, the Group Commander or Ship's LCPO will receive Recruiter visit notification via a RTCNOTE 5050.

337. RECRUITER NOTIFICATION OF ASMO OUT RECRUIT

1. Purpose is to establish RTC procedures of notifying CNRC recruiters when a recruit is ASMO'd out of a division. This notification should strengthen the relationship between RTC Recruit Division Commanders and CNRC recruiters providing feedback and information to recruit family members. The following procedures are provided:

a. Recruiter notification via phone call is required any time a recruit is ASMO'd out from a division, even a one-day setback, regardless of reason for ASMO.

b. This notification will be completed prior to a recruit leaving their original division for routine setbacks (e.g. FAST, PASS, etc.) or any other setbacks, (e.g. legal, disciplinary, etc.) If the RDC cannot contact the recruiting chain of command within a reasonable amount of time, the detaching ship's LCPO will inform the receiving ship's LCPO, who will then be responsible for

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ensuring the notification is made and the Recruiter ASMO Out Notification form, Appendix 3-7, is completed and placed in the hardcard. The receiving division will inform their chain of command if a recruit is received with an incomplete Recruiter ASMO out notification form.

c. Phone call will include the division's senior RDC, recruiter and recruit. RDC will utilize CNRC phone directory held by Ship's LCPO. If the recruiter is unavailable (e.g. leave, TAD), the Recruiter in Charge (RINC) of that station will be notified. If the RDC is not able to contact the recruiter or RINC, he or she will call NRD headquarters.

d. The senior RDC is responsible for ensuring the recruiter receives information of recruit's new division number, ship and pass-in-review date. Recruiter will forward information to recruit's family member. An RDC will not violate the recruit's privacy rights. Reason for ASMO out (e.g. legal, medical issues) will not be discussed with out the recruit's permission.

e. Checklist shall be used to document notification of recruiter, RINC or NRD headquarters and will be stapled in recruit's hardcard before ASMO out.

WATCHSTANDING

STANDARD OPERATING PROCEDURES

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WATCHSTANDING

401. OOD

1. As the Officer of the Deck for the ship you are responsible for the safety and security of the ship and all personnel within IAW Ref (n), ch 12 para 1214.

2. The ship will maintain an Officer of the Deck 24 hours a day.

a. The Group Commander/Ships LCPO assume the duties as OOD from 0800-1600. If both the Group Commander/Ships LCPO are going to be absent, they will assign one RDC to assume the duties.

b. Weekdays as directed by LCPO.

c. Weekends/Holidays as directed by LCPO.

3. You must be a qualified Recruit Division Commander (NEC 9508).

4. You must have completed the JQR.

402. FEMALE STAFF ROVER

1. Assist OOD with safety and security of the ship IAW reference n, ch 12 para 1208.

2. Must have the Staff Rover JQR completed.

3. If the OOD becomes incapacitated, contact the CDO/ACDO immediately.

4. Hours: Taps to Reveille.

403. OOD TURNOVER

1. Turnover will be conducted at 0800 with the Ship's LCPO during weekdays and with oncoming OOD during weekends/holidays.

2. Items to be turned over include, but are not limited to:

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- a. Daily assessment sheet (Appendix 3-8).
 - b. Staff muster report.
 - c. Ambulance reports.
 - d. Fire drill reports.
3. A brief description of notable events during current watch will also be turned over with relief.

404. TOURS

- 1. Conduct tour of all ship's spaces regardless of whether occupied by division or not.
- 2. Between the hours of reveille and taps:
 - a. OOD shall make tour of the ship at least every two hours. This is a minimum requirement based on assigned duties and maximum compartment loading.
 - b. The OOD shall conduct tours as frequently as possible within limitations of assigned duties.
 - c. Tour length and location shall also be random.
 - d. Time spent in the RDC lounge shall be minimized between tours.
- 3. Between the hours of taps and reveille, OOD/Rover shall make tours hourly.
- 4. Between the hours of taps and reveille, either the OOD or Rover must be of the same gender as the occupants of the compartment being entered.
- 5. Verify tamper seals are intact.
- 6. Ensure all proper watch standing is being adhered to.

405. OOD DAILY ROUTINE

- 1. Weekdays:
 - a. Assume the duties as the OOD. Time as promulgated by Ship's LCPO.

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b. Inform JOOD and MOOW of your name and rate and that you have assumed the duties as OOD.

c. Obtain sunset time from POW.

d. Ensure that the JOOD and MOOW are aware of sunset time.

e. Depart for first tour of ship.

(1) Ensure JOOD logs OOD departed for tour of all ship spaces.

(2) Make note of discrepancies found during the tour.

(3) Ensure JOOD logs OOD returned from tour of ship and time returned.

(4) Have JOOD log any problems found on tour in deck log.

f. TBD - muster color guard.

g. Sunset - observe evening colors.

h. 1830 - muster all IT/AIT candidates.

i. 1800 - 1900 (**Tuesday only**) Conduct fire drill.

j. 1800 (**Thursday only**) Muster all PASS graduates.

k. 1830 - muster ship's staff for night routine. Tour common areas to verify ships work being conducted.

l. 2000 - Set material condition YOKE, lock all entrances to the ship.

m. 2030 - Ship's Yeoman turn in nightly muster reports to the OOD.

n. 2100 - secure ship's staff from night routine. Tour common areas prior to securing to ensure all ship's work have been completed.

o. 2155 - TATTOO.

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p. 2200 - TAPS.

q. 0200 - (Note FTTDO delivers Uniform of the Day NLT 0200).

(1) Ensure that Uniform of the Day Cards are accurately filled out and distributed by the MOOW to each occupied compartment.

r. 0530 - Unlock all entrance doors to the ship.

s. 0600 - Reveille.

(1) Obtain POW and record sunrise time.

2. SUNRISE - 15 minutes prior MAA shall raise competitive/ship's flags (Appendix 4-1). Remove torpedo sock (if applicable) and polish Quarterdeck bright work (as weather permits).

a. 0645 - Conduct Staff Muster Report. Submit report prior to 0730.

b. 0700 - Depart for Daily Assessment of ship

c. 0745 - Muster color guard.

d. 0800 - Observe morning colors.

e. 0805 - Conduct turnover with LCPO.

3. WEEKENDS/HOLIDAYS

a. Assume the duties as the OOD. Time as promulgated by Ship's LCPO.

406. UNIFORM OF THE DAY - obtain from FTTDO. (Appendix 4-2).

1. Distribute the Uniform of the day.

407. SHIP'S WATCH MANNING

1. Ship's watches will consist of Quarterdeck JOOD/ MOOW, Aft brow JOOD/MOOW, as manning permits. Watches stood together must be of same gender.

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408. QUARTERDECK PROCEDURES

1. Inspect ship's deck log for proper and timely documentation.
2. OOD shall ensure proper military etiquette is being observed:
 - a. Saluting of the Ensign.
 - b. Proper entry/existing procedures.
 - c. Military courtesy to all staff members.
 - d. Ensure the quarterdeck is clean.

409. OOD SHIP DAILY ASSESSMENT

1. As OOD, you are responsible for the security and safety of the ship. You have authority of the Group Commander/Ship's LCPO during his/her absence. The following are checkpoints during your tours that shall adhered, but not limited to.
2. Ensure a current POW is posted on the Quarterdeck, Aft brow, and Ship's Office and staff lounge.
3. Ensure all watchstanders are at their assigned post.
4. Inspect all watchstanders for:
 - a. Correct uniform of the day.
 - b. Proper greeting procedures.
 - c. Watchstanding procedures.
 - (1) Proper maintenance and documentation of the Ship's Deck Log and 9MM change over.
 - (2) Check for cleanliness of the Quarterdeck, Aft Brow and all ship's spaces.
 - (3) Ensure no loitering of recruits on Quarterdeck, Yeoman's cage, passageways, BMS cage and lounges.

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(4) Spot check division's deck logs for timely and correct documentation of:

- (a) Assuming and relieving of the watches.
- (b) Deck Log headings.
- (c) Recruit writing.
- (d) Last entry of the day.
- (e) Tattoo and Taps entry.
- (f) OOD/Rover tours.
- d. Lights off in the lounges after Taps.
- e. Trash cans are less than 3/4 full.
- f. Ensure the watches are making their rounds
- g. Check the cleanliness of the divisions' spaces.
- h. Check for gear adrift.
- i. Ensure all recruits personal drawers are locked.
- j. Check to see if compartments are on spot.
- k. Check for proper stowage of gear.
- l. Ensure all compartments doors are secured.
- m. Ensure all ship entrances are secured after 2000.
- n. Ensure all division's flags are secured prior to Taps.

5. The OOD shall conduct an assessment of the ship every morning prior to turnover with relief. The morning assessment will be documented on the Daily Assessment Sheet (Appendix 3-8)

410. FLAG POSTING

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1. If the uniform of the day is "carry flags," then competitive flags will be posted outside the ship (Appendix 4-1).

2. Competitive flags will be hoisted at sunrise and hauled down 15 minutes prior sunset, as listed in the Plan of the Week.

3. When the heat/chill conditions are in effect, the corresponding flag will remain hoisted.

4. The ship's flag will remain hoisted at all times, unless directed by Group Commander/Ship's LCPO.

5. The third substitute pennant will remain hoisted at all times unless Group Commander/Ship's LCPO is present in the ship.

6. Ship's flag will be flown on the port halyard (determined when looking from the ship to the street). The heat/chill condition flag and third substitute flag will be posted under the ship's flag.

7. Flags will be raised from starboard to port.

8. Only flags earned by divisions in the ship will be posted from starboard to port on the remaining halyard (Appendix 4-1) (6,5,4,3,2).

a. "Hall of Fame"

b. "CNO"

c. "Battle E"

(1) If earned, the above 3 flags will be flown on the same halyard.

d. Star

e. Drill

f. Athletic

g. Scholastic

h. Captain's Cup

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9. Flags will be hauled down in the order opposite of what they were hoisted.

10. The flags will be folded as they are hauled down and stowed in appropriate storage areas.

11. The OOD shall ensure competitive flags are posted/secured when Uniform of the Day warrants it at proper times.

12. The OOD shall ensure competitive flags are posted in precedence as outlined in (Appendix 4-1).

411. OOD COLOR DETAIL PROCEDURES

1. Ensure recruits are in the uniform of the day.

2. Colors will always be conducted in a ceremonial manner.

3. The OOD will be outside and observe both morning and evening colors personally.

4. Contact the CDO/LCPO for special occasions (e.g. Flying colors at half-mast, flying holiday ensigns).

5. Morning colors.

a. Two ship's staff recruits (with Ensign) will muster at 0745 on the quarterdeck with the OOD.

b. One recruit will carry the ensign and hold it close to their chest, with their arms crossing each other.

c. Both recruits shall be standing at attention outside the quarterdeck doors at 12 minutes to the hour (heat/chill conditions depending).

d. When the MOOW gets on station the color detail will then depart for the flagstaff.

e. The carrier of the Ensign will be on the left side.

f. In unison, both recruits shall march to the flagstaff area and halt.

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g. The recruit on the right will be the one hoisting the Ensign.

h. The recruit hoisting the Ensign will untie the line and hook it to the flag (the ring end of the flag is hoisted up first)

i. Both will stand in a military manner until the attention is sounded or the whistle is blown.

j. The MOOW will have a whistle and stand at attention outside the quarterdeck doors 10 minutes to the top of the hour (heat/chill conditions depending).

k. Whistles will only be blown if Drill Halls P. A. systems are inoperable.

(1) The MOOW will be instructed to blow the whistle by the OOD at 0800.

(2) The MOOW will blow one, long (4-6 seconds), clear blast and then hold a salute to the end of the ceremony.

(3) Exactly 45 seconds later, the OOD will tell the MOOW "TIME". Then the MOOW will drop his/her hand salute and blow three, quick (2-3 seconds), clear blasts on the whistle. The MOOW will then execute an about face and return to his/her post.

(a) The recruit hoisting the Ensign will hoist the Ensign smartly to the truck (top).

(b) After the Ensign has left the carrier's hands, (it will unfurl) he/she will then hold a salute.

(c) Once the Ensign is hoisted, the recruit hoisting will quickly wrap the line around the belaying pin.

(d) The recruit hoisting will then render a salute and hold it until the completion of music or last whistle.

(e) After the completion of music or the last whistle, the color detail will execute an about face and reverse the procedures for marching out to the flagstaff.

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6. Evening colors

a. Evening colors will be conducted in the same manner, with the exception that the Ensign is lowered slowly.

b. Ensure that the color detail musters 15 minutes prior to sunset with the OOD.

7. Flying colors at half-mast

a. When flying the Ensign at half-mast, the top of the Union (blue field) will be aligned even with the cross bar.

b. The Ensign will be raised quickly to the truck and then lowered slowly to the half-mast position.

c. The Ship's flag and competitive flags will remain at full mast.

d. At evening colors, the Ensign will be raised to the truck and then lowered slowly.

8. POW/MIA Flag

a. When flown the POW/MIA flag will be flown beneath the Ensign on the same halyard.

412. STAFF MUSTER REPORT

1. The Staff Muster Report will be filled out by the OOD every morning prior to 0700.

413. IT/AIT RECRUITS MUSTER PROCEDURES

1. IT/AIT recruits are mustered at 1830 on the quarterdeck with Ship's Yeoman.

2. The OOD shall ensure the recruits are in full uniform of the day including outer garments (if required).

3. Ensure the recruits have the following items:

a. Sweats.

b. Towel.

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- c. Gym shoes.
 - d. White socks.
 - e. Sickie-cell trait/G6PD recruits have red belt.
4. The OOD shall review all hardcards for required entry and signatures.
 5. The OOD shall ensure recruits have eaten evening meal.
 6. The OOD shall brief the Ship's Yeoman on proper detail or element formation to the appropriate IT/AIT location.
 7. The OOD shall ensure the recruits depart the ship **NLT 1845**.

414. OOD MAIL CALL PROCEDURES

1. The OOD shall:
 - a. Open the mailroom when two ship's MPOs are present and ready.
 - b. **Not** give out keys to recruit.
 - c. Conduct package call when two ship's MPOs are present.

415. OOD LAUNDRY PROCEDURES

1. The OOD will ensure that laundry bags are not placed on the Aft Brow prior to 1740. Laundry bags may be placed on the Aft Brow after 1740 on the day prior to that ship's laundry pick up.
2. Once laundry is delivered the OOD will ensure that it is removed from the Aft Brow within ½ hour from its drop off time or as manning permits.

416. RECRUITS DEPARTING/RETURNING FROM LIBERTY

1. The OOD must be aware of liberty expiration times to inspect packages on the quarterdeck.

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2. The OOD will inspect all the packages of recruits returning from liberty for unauthorized items. (Appendix 4-3).

3. If any of these items are brought back to the ship the recruit will have the option to return back on liberty (if time permits) and dispose or mail at their discretion or throw the items away on the Quarterdeck. (RDCs are prohibited from keeping confiscated items for personal use.)

417. RECRUIT EMERGENCY LEAVE PROCEDURES

1. Once a Red Cross notification is received from the Chaplain's office the OOD/RDC shall:

- a. Notify Group Commander/Ship's LCPO.
- b. If OOD, contact recruit's Division Commander.
- c. Inform recruit that he/she needs to see the Chaplain.
DO NOT DISCLOSE ANY INFORMATION TO THE RECRUIT; LET THE CHAPLAIN DO IT.
- d. The RDC shall escort the recruit to the Chapel.
- e. Assist in completing the leave chit and route through appropriate Fleet Commander.
- f. If recruit does not have dress uniforms, escort recruit to Separations barracks or as directed by RTC Uniform Liaison.
- g. Ensure recruit has ID Card.
- h. If financial assistance is needed, contact Red Cross or Navy Relief. Bring a copy of the Red Cross message and approved leave chit.
- i. Contact SATO to arrange for travel.
- j. RDC/OODs ensure recruit packs essential items needed during leave period.
- k. Brief the recruit on:

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- (1) Proper conduct while on leave.
 - (2) Appropriate telephone numbers.
 - (3) Leave extension procedures.
 - (4) Directions on how to get back to RTC from the airport.
 - (5) Date leave starts/ends.
- l. Contact duty driver for transport to airport or bus terminal.
 - m. Notify Group Commander/Ship's LCPO when recruit departs on emergency leave.

n. IMPORTANT TELEPHONE NUMBERS:

Chaplain	(847) 688-2253/4986/2288
Red Cross	(847) 688-5676
Navy Relief	(847) 688-6830/6631
SATO	(847) 688-5316 or 689-1884
CDO	(847) 688-7865/7866

418. UNEXPECTED VISITOR(S) FOR A RECRUIT PROCEDURES

1. When a recruit has an unexpected visitor the OOD shall inform the visitor that during training a recruit is not allowed general visitation.
2. The OOD shall inform the visitor that if a visitation must take place the visitor should report to the CDO office.
3. If the visitor refuses to leave or becomes boisterous the OOD shall call the CDO/ACDO and Security.

419. UNAUTHORIZED ABSENCES

1. When a recruit is discovered to be an Unauthorized Absence (UA) the OOD will contact the CDO office with the recruit's name, SSN, date, time and place discovered UA.
2. The recruit's RDC will document the recruit's hardcard if the event takes place prior to taps. After taps and prior to reveille the OOD will document the hardcard.

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3. When a recruit returns from UA status without the escort of base security, the OOD will call the CDO office with the name, SSN, date and time returned from UA. The OOD will then call security with a UA report giving the same information.

420. SUPERVISOR'S REPORT OF INJURY OR ILLNESS

1. Fill out a Supervisor's Report of Injury or Illness whenever an ambulance is called or when a recruit is injured. Use Appendix (4-4), fax copy to CDOS office.

421. FIRE DRILL

1. Conduct a ship-wide fire drill every Tuesday at 1800.
2. See Appendix (4-5) for Fire Drill procedures.
3. The OOD shall turn over to the LCPO during morning turnover.

422. FIRE PROCEDURES (see reference (o))

1. Once the Fire Alarm is activated, all personnel within the ship will grab a blanket and evacuate the ship in an orderly manner.
2. They will muster in their designated areas to take a head count. No one will reenter the ship without the permission of the OOD.
3. The OOD will check the alarm box to see where the fire is located and position him/herself on the Quarterdeck to wait for the arrival of the Fire Department.
4. Notify the CDO of the fire alarm.
5. Once the Fire Department arrives, the OOD will tell them where the fire is located and wait for further instructions.
6. The compartment watches will ensure all hands have exited the compartment. While exiting the compartment the watch will get a proper head count to report to the OOD. The watch shall also note the time for evacuation and then report to the designated muster area for their division.

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7. The JOOD/MOOW will stand fast and wait for further directions from the OOD.

8. The Aft brow watches will stand fast and wait for further instructions from the OOD.

9. Once the all clear has been given by the fire department, the OOD shall notify all divisions to return to their compartments.

OOD shall contact the CDO and inform them of the situation. (Appendix 4-6).

423. SECURITY ALERT (SECURITY ALARM) PROCEDURES

1. When a security alarm is activated the OOD or JOOD will:

a. Find out which compartment was triggered by pressing the appropriate key.

b. OOD pass the word over the 1MC (JOOD will do this if the OOD is not present).

(1) "SECURITY ALERT, SECURITY ALERT. All hands stand fast. Intruder alert in compartment _____. Watches stand fast in front of head door. OOD (and Rover when applicable) lay to compartment." (**REPEAT**)

c. The JOOD will make a log entry immediately following the word being passed.

d. Upon the word being passed the Forward Compartment Watch shall secure the area and remain in front of head door(s) at parade rest.

e. The OOD will check the head and courtyard in the space where the alarm system indicated.

f. If the tamper seal is not broken investigate how the alarm was set off (i.e. a recruit pulling on the door, etc). Look for the individual that set off the alarm. If no person set off the alarm ascertain what may have set the alarm off.

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g. If the tamper seal is broken investigate who opened the door. Instruct the Watches for the night not to let anyone back in the drying room until the arrival of their RDC in the morning. The RDC for that compartment will obtain another tamper seal from the LCPO.

h. The OOD will pass the word to secure from security alert.

(1) "Attention in the ship. This is the OOD, (rate and name) I am not under duress, secure from Security Alert." **(REPEAT)**

i. The OOD will ensure the JOOD and Compartment Watch make a deck log entry of the security alert.

j. Notify the CDO or Group Commander/Ship's LCPO as to the cause and the disposition of the alarm.

424. SECURITY BREACH

1. Security breach on the Quarterdeck.

a. When a staff member, recruit or other individual comes across the Quarterdeck without proper authority from the JOOD:

(1) Contact the OOD or LCPO.

(2) If the OOD is unavailable the JOOD will pass the word for security alert per 1MC Phraseology, only during this circumstance the word will include that an intruder is in the ship.

2. Security breach on the Aft Brow.

a. When a staff member, recruit or other individual comes across the Aft Brow without proper authority:

(1) Have MOOW contact the OOD or the LCPO. If the MOOW is not present the Aft Brow watchstander will alert the nearest personnel or compartment watch to notify the OOD or LCPO.

(2) The JOOD will follow the same procedures for a security alert on the Quarterdeck.

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3. Once the security breach is announced the OOD/LCPO shall investigate where the intruder's destination is suspected.

4. The OOD shall ensure that the JOOD logs all such incidences in the ship's deck log.

425. BOMB THREAT

1. If a bomb threat is received the OOD/JOOD shall complete a bomb threat checklist (Appendix 4-7) and inform the CDO office immediately.

426. SUICIDE GESTURE/ATTEMPT

1. For recruits prior to 3-4 DOT who ideates/attempts suicide, fill out ambulance report.

2. For recruits on 3-4 DOT and beyond who gestures/attempts suicide, a suicide profile report (Appendix 4-8) will be used.

3. The CDO shall be contacted on all suicide ideations/gestures/attempts.

427. OOD/RDC PROCEDURES FOR PLACING A RECRUIT INTO RECRUIT SLEEPING QUARTERS (RSQ)

1. Once it is determined by the OOD/RDC that a recruit should be recommended to be placed into RSQ, the OOD/RDC shall:

a. Document recruit's hardcard.

b. Contact the CDO/ACDO with a report of the recruit's actions.

c. Place the recruit outside the LCPO's office until arrival of the CDO/ACDO.

2. After interview by the CDO/ACDO a disposition of the recruit will be determined.

3. If the recruit will be sent to RSQ, the recruit will need to take with them:

a. Bed roll.

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- b. Change of under garments.
- c. Basic toiletries.
- 4. Security will be called to transport recruit to RSQ.
- 5. RSQ duty driver will drop off the recruit prior to 0700 and the RDC will escort the recruit to REU.

428. WEATHER CONDITIONS OF READINESS.

**NOTE: REFER TO NAVCRUITRACOMGLAKES INSTRUCTION 3440.16A
DISASTER PREPARDNESS PLAN (reference (p))**

- 1. The OOD shall, upon the completion of setting the required precautionary measures of any conditions of readiness for destructive weather, during normal working hours, notify the LCPO or the CDO after normal working hours.
 - a. Condition IV - Expected within 72 hours.
 - b. Condition III - Expected within 48 hours.
 - c. Condition II - Expected within 24 hours.
 - d. Condition I - Expected within 12 hours.
- 2. Thunderstorm conditions - maintain normal conditions of readiness.
- 3. Gale conditions - Destructive weather winds of 33 - 55 knots.
 - a. Condition IV - Expected within 72 hours.
 - (1) Keep a close watch on possible fire hazards.
 - (2) Check all fire fighting equipment.
 - (3) Limit outdoor work to minimum, recall crews and equipment not performing emergency work.
 - (4) Restrict recruit/staff outdoor activities.
 - b. Condition III - Expected within 48 hours.

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(1) Keep areas surrounding building free at all times of debris, scrap lumber, empty drums, and other items that could become a missile hazard, sever power lines, or otherwise damage property or injure personnel.

c. Condition II - Expected within 24 hours.

d. Condition I - Expected within 12 hours.

4. Storm conditions - Destructive winds of 56 knots or over.

a. Condition IV - Expected within 72 hours.

(1) Set conditions as outlined.

(2) Secure all items that must be stored outside by tying down and covering with canvas or similar material as appropriate.

(3) Avoid use of spaces close to exterior window areas.

b. Condition III - Expected within 48 hours.

(1) Close ventilation blinds and shades and fasten them at the bottom if applicable.

c. Condition II - Expected within 12 hours.

(1) Unplug electrical connections of all equipment not required for emergency care.

(2) Prepare for the security of all records, materials, etc., by removing them from desks, tables, etc.

(3) Secure all doors, except as noted during appropriate tornado condition.

d. Condition I - Expected within 12 hours.

5. Tornado conditions.

a. Watch - conditions are right for tornadoes to develop in the local area during the next six hours.

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(1) Notify Division Commanders of conditions.

b. Warning - Tornado has been sighted or detected on radar.

429. SNOW REMOVAL

1. The OOD will muster Divisional Snow Watches when snow accumulation is at 1" or more.
2. Each division will supply two Snow Watches in complete uniform of the day.
3. Snow Watches will wear a reflective vest at all times while performing the duties as Snow Watch. Guardbelts will not be worn but positioned in an area where recruits will be able to hydrate when needed.
4. The OOD must be aware of chill conditions and maintain a proper rotation. In chill condition II Snow Watches are to rotate in 20-minute cycles. In chill condition III Snow Watches are to rotate in 10-minute cycles. During chill condition IV or V all snow removal by recruits is secured.
5. Each ship is responsible for the sidewalks from the ship to all main sidewalks around the ship.
6. Snow will not be thrown in the street.
7. Salt shall be applied according to the manufacturer recommendations.
8. The OOD shall monitor snow removal at all times.
9. Between taps and reveille, Snow Watches are secured unless the CDO determines there is an emergent need.

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RECRUIT SHIP STAFF

STANDARD OPERATING PROCEDURES

RECRUIT SHIP STAFF

501. RECRUIT SHIP STAFF

1. RDCs will assign recruits to fill Ship's Staff Recruit billets by 2-1 DOT. The requirement of recruits are promulgated by Ship's LCPO.
2. Ship's Staff Coordinator will indoctrinate Recruit Staff and assist in completing the Ship's Recruit Staff JQR.
3. Studying is authorized while standing watch only if it does not interfere with duties.

502. JOOD QUARTERDECK PROCEDURES

1. All recruits entering the quarterdeck will be in full uniform of the day with cover on. Only official business will be conducted on the quarterdeck. If there are any questions or problems, contact the OOD.
2. JOOD is responsible for the correct traffic procedures of recruits on the Quarterdeck. (Counterclockwise if looking out from the ship)
 - a. No recruit will pass in front of the podium, unless they are the cleaning detail.
 - b. The far port door is for entering.
 - c. The far starboard door is for exiting.
3. Recruits exiting the ship:
 - a. Have ID card in hand.
 - b. Salute the JOOD.
 - c. Request permission to go ashore.
 - d. When permission is given, drop salute.
 - e. Salute the Ensign.
 - f. Leave the ship.

4. Recruits entering the ship:
 - a. Have ID card in hand.
 - b. Salute the Ensign.
 - c. Salute the JOOD.
 - d. Request permission to come aboard.
 - e. When permission is given, drop salute.
 - f. Cross the quarterdeck.
5. Recruits reporting for Group Commander/Ship's LCPO Inquiry will proceed directly to the Group Commander door, stand at attention and await further orders.
6. Recruits reporting to the RDC lounge will proceed directly to door and perform office-entering procedures.
7. Entering the ship's office/lounge:
 - a. Knock 3 times.
 - b. Enter when told.
 - c. Take three, 30-inch paces, stand at attention.
 - d. Remain covered if on duty, salute.
 - e. Sound off "Good morning/afternoon/evening state appropriate rank) or sir/ma'am. SR _____, Ship's JOOD reporting."
 - f. When dismissed, do an about face and exit smartly.
8. When an officer enters the Ship:
 - a. Sound off "Attention on deck!"
 - b. Render a hand salute.

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c. Sound off " Good morning/afternoon/evening Sir/Ma'am or title. SR ____ USS _____, Ship's JOOD. Respectfully request to see your proper military identification card."

d. Hold salute until salute is returned.

e. Check ID card against access list and Plan of the Week. If on access list respond, "Thank-you Sir/Ma'am, you are on my access list, may I be of any further assistance Sir/Ma'am". If not on the access list, request they remain on the quarterdeck and notify LCPO/OOD. If listed in POW notify LCPO/OOD to escort individual.

f. When told to carry on, respond "AYE-AYE, Sir/Ma'am.

9. Challenging military visitors:

a. Come to attention.

b. Render hand salute.

c. Sound off "Good morning/afternoon/evening (state rank). SR____, USS_____, Ship's JOOD. Respectfully request to see your proper military identification card".

d. Verify the access list or the Plan of the Week for their name.

e. If name is not present, contact LCPO or OOD.

f. Once individual has been verified, respond, "Thank-you (rank of individual), you are on my access list. May I be of any further assistance?".

10. Make a log entry if the individual is a Command Duty Officer (CDO), Assistant Command Duty Officer (ACDO), Fleet Training Team (FTT) or other personnel in an official duty status.

11. Watchstanders will not open or hold open the door for staff members unless specifically requested to do so by that staff member.

503. JOOD TELEPHONE ANSWERING PROCEDURES

1. To answer an incoming call:

a. State in a clear, crisp voice, "Good morning/afternoon/evening, Sir or Ma'am, SR _____, USS _____, Ship's JOOD. How may I help you?".

b. Always respond by saying "AYE-AYE" or yes, Sir/Ma'am".

2. Transfer all collect calls to the Ship's LCPO/OOD.

3. To transfer a call to a compartment/office/lounge:

a. Respond "May I ask who is calling," then write the person's name down.

b. "Please hold while I transfer you".

c. Press the transfer button.

d. Press the appropriated extension button.

e. Upon seeing a blinking red light indicating call transfer, hang up.

f. If no one picks up the phone at call destination, it will be transferred back to the quarterdeck.

g. Respond, "Sir/Ma'am? There is no one at that extension. Would you like me to take a message?"

h. Ensure the correct name of caller, telephone number, message, time/date of call and name of person receiving call is annotated on message form.

i. Place message on the message board.

4. If you need assistance on a call, notify the Ship's LCPO or OOD.

5. To put a call on hold:

a. Respond, "Please hold".

b. Press the hold button.

c. There will be a green blinking light.

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- d. Notify staff member of which line the call is on.
6. Calls are normally placed on hold if the desired party is on another call.
7. To place a call within the ship:
 - a. Pick up receiver and press the intercom button.
 - b. Press the compartment extension.
 - c. Sound off "Good morning/afternoon/evening Sir or Ma'am, SR___, Ship's JOOD/MOOW, respectfully request to speak to Rank/Name.
8. Calling off the ship:
 - a. Pick up receiver and press any available phone line.
 - b. Dial the 4-Digit extension.
 - c. Sound off "Good morning/afternoon/evening Sir or Ma'am, SR___, Ship's JOOD/MOOW. (state business)
9. Incoming emergency calls for OOD:
 - a. Notify OOD of call via 1MC, "Attention in the ship, attention in the ship. OOD you have a call on Line#". (REPEAT)
 - b. If after taps, have the MOOW locate the OOD.

504. 1MC PHRASEOLOGY

1. Daily 1MC announcements.

0600 - REVEILLE

"Reveille, Reveille, all hands heave out and trice up, uniform of the day is as follows: (State the uniform of the day)."

0715 - SWEEPERS

"Sweepers, Sweepers, man your brooms. Give the ship a clean sweep down fore and aft. Sweep down all lower decks,

ladderwells and passageways. Dump all trash in receptacles provided for on the pier. Now sweepers."

0745 - COLOR GUARD

"Attention in the ship, attention in the ship. Muster the Color Guard on the Quarterdeck with the OOD."

1615 - SWEEPERS

"Sweepers, Sweepers, man your brooms. Give the ship a clean sweep down fore and aft. Sweep down all lower decks, ladderwells and passageways. Dump all trash in receptacles provided for on the pier. Now sweepers."

1745 - IT/AIT MUSTER

"Attention in the ship. Muster all IT/AIT candidates on the Quarterdeck with the OOD."

1900 - LAUNDRY CALL

"Attention in the ship. All LPO's place laundry under the aft ladderwell."

2000 - SET YOKE

"Attention in the ship. Now check the setting of Material Condition Yoke. Make Yoke reports to the OOD on the Quarterdeck."

2155 - TATTOO

"Tattoo, Tattoo, lights out in five minutes. Stand by for evening prayers."

2200 - TAPS

"TAPS , TAPS. Lights out. Turn into your racks, maintain silence about the decks. Now TAPS."

2. Miscellaneous announcements

a. Security Alert

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"Security alert, security alert. All hands stand fast. Intruder alert in compartment _____. Watches stand fast in front of head doors. OOD (and Rover when applicable) lay to compartment." **(REPEAT)**

b. Securing from security alert

"Attention in the Ship, attention in the Ship. This is the OOD (state rank & last name), I am not under duress secure from Security Alert."

c. Paging OOD

"Attention in the ship. Ship's OOD, your presence is requested on the Quarterdeck."

d. Paging Ship's Yeoman/Muster at Arms

"Attention in the ship. (# needed) Ship's Yeoman/MAA, lay to the Quarterdeck/compartment _____."

e. Fire Drill

"This is a drill, this is a drill. FIRE, FIRE, FIRE. There is a Class (type of fire) in compartment _____. All hands evacuate the ship and muster in designated areas. Watches ensure you make an accurate head count, note the time for evacuation, and report to the OOD on the Quarterdeck." **(REPEAT)**

f. TUESDAY/FRIDAY - Clean towels

"Attention in the ship. Today is clean towel day. All hands place a clean towel on the back of your bunk prior to 0700."

g. THURSDAY 1800 - RPOs

"Attention in the ship. Now muster all RPOs on the Quarterdeck."

h. THURSDAY 1830 - PASS

"Attention in the ship. Now muster all PASS candidates with hardcards on the Quarterdeck with the OOD."

i. SUNDAYS 0600 - SECURING FLAGS FOR HOLIDAY ROUTINE

"Attention in the ship. All divisions ensure flags are properly posted."

505. SHIP'S DECK LOG MANDATORY ENTRIES

1. The following are mandatory entries and will be entered in the ship's deck log by the JOOD.

- a. OOD/Rover rounds.
- b. MOOW rounds.
- c. Arrival/departure of the Group Commander/Ship's LCPO.
- d. Arrival of the Command Duty Officer (CDO), Assistant Command Duty Officer (ACDO) and Fleet Training Team (FTT).
- e. Colors.
- f. Visitors on board (recruiters, etc.).
- g. Arrivals and departures of Commanding Officer (CO), Executive Officer (XO), Military Training Director (MTD), Fleet Commanders and Fleet LCPO's.
- h. Ambulance arrivals and departures.
- i. Fire Drills and Fire alarms.
- j. Reveille.
- k. Tattoo.
- l. Taps.
- m. Uniform of the Day.
- n. Heat/Chill conditions.
- o. Security alarms/breech.

506. JOOD FIRE DRILL PROCEDURES

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1. Fire drills are conducted every Tuesday between the hours of 1800-1900 by the OOD.
2. Log the time of fire drill in the ship's deck log.
3. Each division's compartment watch will lay to the Quarterdeck to report.
4. Utilizing the Fire Drill Muster sheet, document the division number, number of recruits and evacuation time (**maximum time of 90 seconds**).
5. Ensure that all division watches have reported. If not, notify the OOD.
6. After all the division watches have reported, total up the number of recruits and obtain an average of the evacuation times.
7. Give OOD the Fire Drill muster for verification.
8. When the fire drill is secured by the OOD, document the time drill was completed in the ship's deck log.

507. MOOW TOUR PROCEDURES

1. Make hourly rounds of all occupied compartments to conduct a temperature check.
 - a. Rounds shall not exceed 1 hour from the time of return to departure of another.
2. Ensure the JOOD enters the time of departure and return of all rounds in the ship's deck log.
3. The MOOW will knock on the compartment door and wait for the compartment watch to answer. **DO NOT ENTER THE COMPARTMENTS.**
4. The MOOW will request the compartment temperature from the compartment watch.
5. The MOOW will enter the temperature reading into the Temperature Logbook.

a. **Minimum temperature is 68 degrees Fahrenheit. If temperature is below this range, notify OOD.**

6. Check security of all ship's doors. If the doors are not secured, notify the OOD.

7. Check in with the Aft Brow watch.

508. SHIP'S RPOC PROCEDURES

1. The ship's RPOC is the senior recruit staff who supervises the Ship's Yeoman, Ship's Master-at-arms, Ship's Starboard Watch Section Leader and Ship's Mail Petty Officer.

a. Ensure staff members are performing their duties.

b. Ensure nightly reports are turned into the OOD.

c. Perform the duties of other staff members during their absence.

d. Resolve any recruit staff problems.

e. Report to the LCPO/Ship's Staff Coordinator/OOD for questions or problems.

f. Assist the Ship's Staff Coordinator with the daily routine.

509. SHIP'S YEOMAN PROCEDURES

1. The Ship's Yeoman is responsible for providing organizational skills, administrative skills, training ship's staff recruits on watch standing duties and daily routines.

a. Collect all division muster reports within the ship.

(1) Ensure all required signatures are on the muster report.

(2) Collect data from all the division muster reports and draft the ship's muster report.

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b. Submit and update OOD nightly reports consisting of: division muster reports, staff muster report and recruit staff watchbill to the OOD for verification and signatures.

c. Deliver reports and ship's official mail on the following evening to the respective Fleet Headquarters prior to 1700 Monday through Friday.

d. Fill out a supervisor's report of injury or illness when directed by the OOD.

e. Update the command duty board located in the ship's office by using the Master Training Schedule.

(1) Ensure information is correct.

(2) Use recruit writing.

(3) Have OOD give final approval after documentation is done.

f. Update the command duty board by using information located in the Plan of the Week (POW).

(1) CDO.

(2) ACDO.

(3) FTTDO.

(4) OOD.

(5) Rover.

g. Assist RDCs on ASMO Out procedures when transferring recruits to his/her appointed place.

h. Muster and escort all Intensive Training (IT) and Advanced Intensive Training (AIT) candidates to designated location.

i. Assist the Group Commander/Ship's LCPO/Ship's Staff Coordinator/OOD with daily routine.

2. Ship's Yeoman ASMO out procedures.

- a. When notified by a RDC or OOD, report to the division for ASMO out procedures with inventory paperwork.
 - b. Ensure there is an ASMO slip.
 - c. Conduct inventory of recruit's clothing and organizational items. Fill out a sea bag inventory form (3 copies). Count only those items present, including what the recruit is wearing.
 - d. Sign and date the inventory form next to "Ship's Staff".
 - e. Request a RDC to sign the sheet.
 - f. Ensure recruit guard belt and canteen stays in the compartment (place guardbelt on back of empty rack).
 - g. Ensure recruit takes their bedding with them. Leave the pillow on the bunk centered lengthwise forward and aft.
 - h. Obtain the recruit's hardcard, ID Card and spare locker key from the RDC locker.
 - i. Escort the recruit to their new ship/division.
 - j. Ship staff will only carry items for LLD recruits; all other recruits will carry their own gear.
 - k. Report to the Quarterdeck of the new ship.
 - l. Leave the hardcard, spare key, seabag inventory sheet and ASMO slip with the receiving RDC.
 - m. Return to ship and file ASMO slips.
3. Ship's Yeoman IT/AIT recruits muster procedures.
- a. IT/AIT recruits are mustered at 1745 on the quarterdeck with Ship's Yeoman.
 - b. Ensure the recruits are in full uniform of the day including outer garments (if required).
 - c. Ensure the recruits have the following items:

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(1) Sweats.

(2) Towel.

(3) Gym shoes.

(4) White socks.

(5) Sickle-cell trait/ G6PD recruits have red belt.

d. Collect all the hardcards and request the OOD review them for required entries and signatures.

e. The OOD will brief the recruits.

f. The Ship's Yeoman will march the recruits in a detail or element formation to the appropriate drill hall. Yeoman should take study materials.

g. Depart the ship NLT 1815.

h. Take the hardcards to the forward table in the drill hall and wait for further instructions.

i. The Ship's Yeoman will not watch the session in progress, fall asleep, nor discuss with or reveal IT/AIT results to any recruit.

j. Studying is authorized for the Yeoman while waiting for the session to end.

k. When the session is over and the candidates are dressed, retrieve hardcards for all recruits and immediately leave the drill as a detail or element.

l. When back at the ship, give the hardcards back to the RDC/OOD/Division Yeoman.

510. SHIP'S STARBOARD WATCH SECTION LEADER PROCEDURES

1. Prepare the ship's recruit staff watchbill.

a. All ship's recruit staff will be assigned to the watchbill on a rotating basis.

b. Recruits will not stand more than 2 hours of watch between 2200 and 0600.

2. Recruits will not stand more than 4 hours of watch in a 24-hour period, with the exception of the 0800-1200/ 1200-1600 watch.

3. The JOOD and MOOW will be manned 24 hours a day.

4. Aft Brow watches will be manned 24 hours. Ensure watches are the same gender.

5. All recruits on the watchbill will initial (after their names) signifying that they have verified the watchbill.

6. The watchbill will be submitted in duplicate prior to 2000 with the Nightly Reports for approval by the OOD.

7. The preceding day watch bill will accompany the new watchbill.

8. A copy of the watchbill will be posted on the quarterdeck; the original stays with the OOD file.

9. File all watchbills at the completion of the duty day.

10. Only the LCPO/Ship's Staff Coordinator/OOD can approve any changes to the watchbill.

11. Notify Ship's Staff Coordinator or OOD for any conflicts with recruits or RDCs.

511. SHIP'S MASTER-AT-ARMS PROCEDURES

1. The Ship's Master-at-Arms (SMAA) is responsible for good order and cleanliness of the ship. The SMAA will assume the duties and responsibilities of Ship's RPOC in their absence.

a. Muster all staff during nightly sweepers.

(1) Assign duties to staff utilizing the Ship's working party Checklist (Appendix 5-1).

b. Ensure only approved cleaning materials and solvents are being used.

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- c. Monitor work in progress.
 - d. At the completion of sweepers, notify OOD for inspection. Do not secure work detail without the approval of the OOD.
- 2. Maintain order and cleanliness of the ship's forward hold.
 - a. Ensure proper stowage of cleaning gear.
 - b. Ensure proper disposal of cleaning gear.
 - 3. Conduct morning/evening colors utilizing the Recruit Staff Color Detail Procedures sheet.
 - 4. Conduct competitive flag posting utilizing the Flag Posting Procedures sheet.
 - 5. Any questions will be forward to the LCPO/Ship's Staff Coordinator/OOD.

512. SHIP'S MAIL PETTY OFFICER DAILY MAIL HANDLING PROCEDURES.

- 1. How to handle incoming mail.
 - a. The Ship's Mail Petty Officer will open the incoming mailbags deposited in the ship's mailroom by the RTC mailroom staff personnel.
 - b. Sort all the mail by division, using the division roster sheet.
 - c. Division Mail P.O. will pick up the mail between 1800 and 1900 Monday through Friday.
 - d. Mail for personnel absent for up to 72 hours will be returned to the ship's mailroom for safekeeping.
 - e. Mail for personnel absent for over 72 hours will be treated as ASMO mail. Return it to the RTC's mailroom.
- 2. The SMPO will maintain two logbooks:
 - a. "Incoming Mail" - contain the following information:

- (1) Date.
- (2) Division number.
- (3) Time.
- (4) Recruit's name.
- (5) Name of RDC.
- (6) Signature of Division MPO.

b. "Incoming Packages" - contain the following information:

- (1) Name of recipient.
- (2) Division number.
- (3) Date package received.
- (4) Date of recipient pick-up.
- (5) Recipient's signature.
- (6) SMPO initials.

3. How to handle outgoing Mail:

a. SMPO will collect all the mail from the divisional Mail Petty Officer prior to 2000 daily.

b. Place all the collected mail loosely in the outgoing mailbag.

4. Directory Mail/ASMO/Undeliverable Mail:

a. All directory mail will be bundled separately from outgoing mail and returned to RTC Mailroom. This bundle should not exceed 4" high.

b. **Do not** annotate anything (e.g. brig, UA, sent home, etc) on the outside of mail.

c. On the address side of the envelope in the lower left hand corner, the SMPO will print the following:

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(1) "Not in division _____, Ship _____," date and initial. If known, place the new division number on the envelope.

d. Ensure that all undeliverable mail is bundled and is in alphabetical order.

5. Daily mail handling schedule.

a. Monday through Friday:

(1) 1700-1800: Ship's Mail Petty Officer will sort mail by division.

(2) 1800-1900: Division Mail Petty Officer will pick incoming mail at the ship's mailroom.

(3) 1930-2030: Package call conducted by the OOD.

(4) 2000-2100: Division Mail Petty Officer delivers outgoing mail and undeliverable mail to the ship's mailroom.

GROUP COMMANDER WELCOME ABOARD BRIEF

(To be presented on or before 1-1 DOT)

Welcome aboard Recruit Training Command, and the (ship). My name is (title/name).

1. As your Group Commander I am responsible for:

a. Your health, safety and welfare, discipline and military training.

b. Holding Group Commander inquiry for the following circumstances:

(1) Violation of the UCMJ

(2) Violation of the RTC regulations

(3) Violation of ship policies

(4) Substandard performance in any case

2. Recruit Division Commanders:

a. Highly qualified and meticulously screen

b. Job is challenging and stressful

c. Disrespect will not be tolerated

d. Must work within strict guidelines

(1) Will not maltreat recruits

(2) Will not accept money, gifts, or loans from the division or individuals, including after the division graduates

(3) The first line in your chain of command

3. Purpose of Recruit Training

a. Screening process

b. Teach self-discipline

c. Teamwork

d. Attention to detail

- e. Learn to get along with shipmates
 - (1) Welcome ASMO-INS; aid them if or as necessary
 - (2) No tolerance for **(racial, religious, sexual or ethnic slurs/comments/jokes)**
- 4. RTC Requirements.
 - a. Memorize, learn and be able to state and demonstrate:
 - (1) Chain of Command.
 - (2) Eleven General Orders of the Sentry.
 - (3) "Sound-Off" for standing watch and for entering an office.
 - (4) Navy Core Values.
 - b. Four Academic Tests:
 - (1) Covers recruit curriculum of:
 - (a) Military Customs.
 - (b) Firefighting.
 - (c) Damage Control.
 - (d) First aid.
 - (e) Military regulations.
 - (f) Human relations.
 - c. Begin studying after your first class and regularly thereafter each night. Mandatory night studies are required to study each night.
 - d. Obtain assistance from your Education Petty Officer (EPO) if needed.
 - e. Failures result in academic probation or setback.
 - f. Two Physical Training Tests.

(1) Failure to make satisfactory progress may result in mandatory PT and eventually setback or Physical Fitness Training Unit (FIT).

g. Military Drill.

h. Inspections.

(1) Bunk and locker.

(2) Personnel inspection.

i. Battle Stations.

(1) The final phase of Boot Camp.

5. Recruit Pay.

a. Direct Deposit System (DDS).

b. Paid twice while in Boot Camp.

c. Uniforms cost will be taken out of the first pay.

d. Recruits with dependents may elect to receive \$600.00 in your first paycheck to provide financial support to your dependents. Doing this will reduce the amount of your final paycheck. This is arranged during recruit receipts.

6. Smart Cards.

a. Card with a limited credit that pays for everything while at boot camp (i.e. haircuts, Exchange items, phone center...).

b. Carry it with you at all times.

c. Stored in you're A/B at night or when specified by your Division Commanders.

d. Cashed in at the end of training.

7. Motivational Tools.

a. Instruction Training Exercises (ITE).

- b. Intensive Training (IT)/Advanced Intensive Training (AIT).

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8. Disciplinary Actions.

- a. Group Commander Inquiry (possible setback in training).
- b. Recruit Aptitude Board (RAB).
- c. CO's NJP or courts-martial.
- d. Discharge.

9. Personal Property.

- a. Lock valuables in the "A" or "B" drawer.

10. Religious Services.

- a. Held weekly.
- b. Most denominations represented.
- c. Recruits are highly encouraged to attend.

11. Personal problems.

- a. Chain of Command
- b. Recruit Evaluation Unit (REU)
- c. Chaplains
- d. Legal

12. Mail

- a. You will receive mail each night Monday through Friday.
- b. You will be afforded time to write letters and read mail at the Recruit Division Commander's discretion.
- c. Tell family and friends at home what is authorized and not authorized for you to receive by mail. In the event of an emergency, you can be reached through the nearest American Red Cross Office.

13. Grievance procedures

a. Recruits who feel that they or their fellow recruits have been subjected to adverse actions by any member of Recruit.

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Training Command, Great Lakes (staff or recruit), because of race, creed, color, sex or national origin, or for any other reason, have the right and the obligation to bring the action to the attention of the Commanding Officer via the chain of command, or by filing out the alleged discrimination/grievance form.

b. Grievance forms and envelopes preaddressed to the Commanding Officer are available in each ship.

c. Intentional filing of false discrimination complaints may subject the individual to a civil suit for defamation of character or disciplinary action under the Uniform Code of Military Justice for Violation of Articles 107 and 134.

14. Division Watch Organization/Security.

a. JOOD/Messenger/Compartment Watches regarding the safety and security of the division, compartment and ship.

b. No strangers or unauthorized persons shall enter the recruit berthing compartment unless accompanied by the Group Commander, Ship's LCPO, Officer of the Deck (OOD) or one of the assigned RDC's.

Do Not Attempt

Manipulate the system to get out

- Engage in sexual activities with your shipmates
- Have financial dealings with anyone except authorized, Navy-wide charity drives which will be collected by pay allotment only
- Keep large amounts of cash in your personal drawers
- Keep your problems and feelings to yourself
- Lie to your Division Commander(s)
- Use drugs

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- Fight (including blanket parties)
- Profanity is not tolerated

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- Smoke or Chew tobacco products.
- Consume alcohol
- Use racial, ethnic, religious or sexual slurs
- Fraternize

DIVISION-COMMISSIONING PROCEDURES

1. The Group Commander shall coordinate with the division RDCs to where the ceremony is to take place.
 - a. Compartment
 - b. Courtyard
 - c. Grinder
2. The division will be standing by for the Group Commander arrival.
3. The Group Commander will give a brief to the recruits. Some of the highlights of the brief are as follows, but not limited to:
 - a. Division Religious Petty Officer conduct an invocation.
 - b. Rich and proud history of the Navy
 - c. Milestones in recruits Navy career
 - d. Commissioning is a time honored Naval tradition (commissioning of ships, squadrons, and shore installations).
 - e. Personal Navy experiences.
4. At the conclusion of the brief, the Group Commander will take possession of the flag.
5. One RDC will step forward to the Group Commander with appropriate facing movements.
 - a. Render a hand salute.
 - b. The Group Commander shall render a guidon salute.
 - c. The Group Commander will then give the RDC the division flag.
 - d. The Group Commander shall render a hand salute.
 - e. The RDC shall render a guidon salute.

- f. The RDC will do an about face, facing the division.
 - g. The RDC will take appropriate facing movements towards the division's guidon.
 - h. The guidon shall render a hand salute to the RDC.
 - i. The RDC shall render a guidon salute.
 - j. The RDC will then give the guidon the division flag.
 - k. The RDC shall render a hand salute.
 - l. The guidon shall render a guidon salute to the RDC.
 - m. Upon completion of the guidon exchange, the RDC shall return to their original position.
6. The ceremony is concluded once the Group Commander departs the division.

****THE FOLLOWING IS A SAMPLE BRIEF****

GOOD AFTERNOON RECRUITS!

On behalf of Capt._____, our Commanding Officer, it is my pleasure to congratulate you on your decision to join the United State Navy and I proudly welcome you aboard Recruit Training Command, Great Lakes.

The United States Navy possesses a rich and proud history, which began during the Revolutionary War. For over 200 years, the U.S. Navy has proven time and time again that is a dominating force committed to excellence and victory. In any emerging world crisis, the Navy is almost always the first on the scene, before the Army or the Air Force. We have played a vital role in every major conflict throughout our nation's history.

You are now a part of the world's finest Navy. Today marks a major milestone in your own persona Naval history. For today, you are here to participate in the official Commissioning of your division. This is more than just a ceremony, it's a time honored Naval Tradition. It is performed for every new ship, squadron and shore installation.

When a ship is ready to begin it life a sea, the birth of the ship is marked by a commissioning ceremony. The Area Commander receives orders to place the ship into commission. After reading the orders from the Department of the Navy to take command of the ship, the Commanding Officer gives the order to **"SET THE WATCH,"** and the officers and crew take their stations.

I am now giving the order for you and your Division Commanders to "SET THE WATCH" and to unfurl and display your guidon proudly, in the same manner that a newly Commissioned ship displays its Commissioning Pennant.

These orders also direct you to begin your training here at Recruit Training Command Great Lakes. I challenge you to begin your path of a Navy Tradition by HONORING your decision to join the Naval Service, by remaining Committed to the Navy team and by having the COURAGE to reach the goals you set before coming to Boot Camp.

In 1911 Seaman Recruit Joseph W. Gregg entered the gates of Recruit Training Command and as the first recruit on board. Since World War I, well over three million recruits have completed training at this facility. Many have gone on to distinguished Naval careers. Today you stand where they stood before, as a recruit, ready to chart your course into Naval history.

Recruit Liberty Orientation Lecture

Individual liberty is a continuation of training. It requires personal responsibility and military bearing in order to properly interact in a civilian environment. You will be under constant view by civilian as well as other military personnel. It is common for civilians to write letters to the Commanding Officer expressing their pride when they observe new Sailors during liberty. Individual liberty is a privilege granted by the Commanding Officer, be smart and have fun.

1. Recruit liberty and the times during which they are authorized.

a. Recruits authorized liberty will receive a pre-departure inspection in the prescribed liberty uniform to ensure that uniforms are clean, properly worn, and complete, including, dog tags, a valid recruit liberty care and Armed Forces Identification Card. Destruction, mutilation or loss of these cards may result in disciplinary action.

b. Recruits who are not assigned to a division duty section are required to be in seasonal dress uniform for Friday liberty. All recruits are required to be in liberty uniform on Saturday, Sunday, and Holidays. See RTCINST 1552.1 (REDBOOK) regarding leave and liberty policies for recruits.

NOTE: EMPHASIZE THE IMPORTANCE OF AVOIDING LOSS OF ID CARD DUE TO EITHER CARELESSNESS OR THEFT. LOSS OF ID CARD OR LIBERTY CARD RECREATION CAN RESULT IN CANCELLATION OF LIBERTY PRIVILEGES.

2. Returning Late.

a. Time Limits: liberty expires in the compartment; NOT THE MAIN GATE. Recruits are not permitted to ride in private vehicles or taxis to their barracks from the main gate. The times authorized for the various types of liberty have already been presented.

b. At the expiration of liberty, recruits will be at GQ standing by for Recruit Division Commanders to collect liberty cards and conduct muster.

c. At the expiration of liberty, any recruit crossing the quarterdeck will be detained and the Recruit Division Commanders will be notified.

d. Those recruits returning late from liberty will have off base liberty secured but may be granted on base liberty for the remainder of the liberty weekend.

NOTE: INCLEMENT WEATHER IS NO EXCUSE FOR BEING UA.

3. Limitations and restrictions that apply to recruit liberty.

a. Hitchhiking: Hitchhiking is strictly prohibited at all times to military personnel.

b. Contraband: The following items shall not be brought back through the main gate. You will be inspected carefully upon your return and any contraband will be confiscated and may result in disciplinary action.

c. Drugs as defined by U.S. Navy Regulations Article 1138.

d. Alcoholic beverages and tobacco products or associated paraphernalia such as matches and/or lighters.

e. Medication (unless prescribed by a military doctor are required to be carried on the recruit's person).

f. No food of any kind.

g. Magazines, papers, or pornographic materials.

h. Portable electronic devices, including cellular telephones.

NOTE: DON'T BUY ANYTHING TO BRING BACK WITH YOU. MAIL HOME PRIOR TO RETURNING TO BASE.

i. Servicemen in uniform will not participate in public gatherings such as demonstrations, rallies and protests and avoid any interface with them.

j. Borrowing or lending of money and gambling in any form is strictly prohibited.

k. Purchase and consumption of alcoholic beverages: The use of alcoholic beverages while on recruit liberty is prohibited, whether you are 21 years old or older. Recruits on liberty shall not purchase nor consume alcoholic beverages. Every individual will be held accountable for his or her actions. Recruits that engage in misconduct, (drinking alcohol, underage drinking, disorderly conduct, etc.) will have all liberty secured for the remainder of the weekend and could be dismissed from naval service.

l. The use of any tobacco products (defined as cigarettes, cigars, pipes, chewing tobacco and snuff) while on recruit liberty is discouraged.

m. Smoking is highly discouraged.

(1) We are moving towards a smoke free Navy. You have not smoked for the past seven weeks and your body is no longer addicted to nicotine. You have already quit smoking. Don't start again.

(2) Use of tobacco products increases susceptibility to diseases but impairs certain physical skills, reduces cardiopulmonary endurance, tolerance and stamina, thus reducing your physical readiness.

n. Recruits are not allowed to drive motor vehicles on or off base while on liberty.

o. Guest of recruits are not allowed in the recruit barracks.

4. Navy's position on drug abuse.

a. **ZERO TOLERANCE.**

b. A positive test for any illegal drug in your system will result in dismissal from the U.S. Navy.

5. Conduct which reflects favorably on the U.S. Navy:

a. Recruits are expected to maintain the highest standards of conduct at all time. It is particularly important, when exposed to the public, that military courtesies and good manners be observed and rendered. REMEMBER THAT YOU ARE A PERSONAL REPRESENTATIVE OF THE NAVY.

b. While on liberty recruits are subject to, and must obey all civil and military laws and regulations.

c. Personnel returning from liberty are to conduct themselves properly at all times. Those who return in a boisterous manner, waking others, making noise, not obeying RTC Regulations, will be held accountable.

d. If the local police arrest you, any time spend in jail counts as unauthorized absence (UA). Be cooperative and inform the CDO as soon as possible of the facts concerning the situation. Call the number on the front of your liberty card.

6. Professionalism.

a. While on liberty, you will render the hand salutes according to the U.S. Navy Regulations.

b. You will not eat or drink except inside places of business (i.e. no eating on the streets, etc).

c. Do not roll your cuffs up or put your cover on the back of your head. Do not allow others to wear your cover. Do not put your hands in your pockets. Remain in the complete uniform.

d. You will conduct yourself in a military manner at all times. Any reports will result in disciplinary action.

e. Keep in mind that while you are on liberty, many people observe you. Your actions reflect upon the Navy as a whole. Be a good ambassador. Outside the gates you are the Navy, so use discretion in all your actions.

7. Public Displays of Affection (PDA).

a. Intimate, inappropriate physical contact in public between Sailors of any pay grade, or between a civilian and a service member, especially in uniform is prohibited. Public Displays of Affection degrades the uniform and reflects negatively upon the Navy. (Examples: holding hands instead of properly escorting one another on liberty or extended/amorous hugging).

8. Use the "Buddy System"

a. Crime statistics prove that there is safety in numbers. A lone Sailor on liberty is an easy target to become the victim of a mugging or robbery. Liberty parties of three or more will provide security. Never leave a shipmate alone. If you feel that your shipmate is intoxicated and headed for trouble, bring him/her back to the base.

b. Be alert and beware of:

(1) Pick pockets.

(2) Overly friendly strangers, male and female - they may be swindlers or con-artists.

(a) This type of person can lead you into all kinds of serious trouble. There have been incidents lately in which personnel, either actually in the military or impersonating such, are telling recruits arriving in Milwaukee that they have to leave town early and that they have a hotel room. These rooms are sometimes equipped with a lovely young lady that they can have for the rest of the afternoon and evening "cheap." Recruits who have "taken advantage" of this offer have found that they have accepted keys which were stolen from the hotel (the person checked out of the hotel and kept the keys) or that they were being set up for a "shakedown".

c. Avoid contact with:

(1) Prostitutes and streetwalkers. The VD rate within the area is at near epidemic level. Also, AIDS may be contracted even via heterosexual contact.

(2) Drugs, drug users, or drug pushers.

(3) Tattoo/piercing parlors. AIDS and other diseases including hepatitis may be contracted from unsanitary tattoo needles (tattoos and piercing on liberty are unauthorized).

9. Transportation.

a. The first thing you should do when going on liberty is make sure you know the train or bus schedule so you can return in plenty of time. If traveling by bus or train, always purchase a round trip ticket and know your schedule.

b. Chicago and North Western trains run to and from Chicago, IL and Kenosha, WI.

c. Always start back in plenty of time to get back to Recruit Training Command, Great Lakes. Do not wait for the last bus or train, take the next to last bus or train to get back.

10. Off Limits.

a. Though not officially off limits, recruits are encouraged not to visit high schools or college campuses for soliciting the company of students.

11. Contracts.

a. Do not sign any "Easy Payment" credit contract for:

(1) Photographs.

(2) Jewelry.

(3) Books.

(4) Anything available on credit

b. Cash: Take only the amount of cash you will require and no more than you can afford to lose.

12. Shuttle services

a. The NTC Shuttle Bus from RTC to NTC and Berkey Mall (check schedule) on the weekend. The route carries it throughout the base, including Rynish Bowling Lanes and the Club Nitro.

13. Emergencies

a. If for any reason you are going to be late in returning from liberty, you should call and inform the CDO. The number is stamped on your liberty pass. This does not automatically excuse you from getting back on time. But in cases where there are extenuating circumstances, the fact that you called to advise authorities of your circumstances will be a factor in your behalf.

b. Do not hesitate to call the CDO in emergency situations, such as your illness or injury or if you are prevented from returning from liberty on time (for instance, money lost or stolen, in jail, accident, etc).

c. If you get into trouble, need advice, directions for help of any kind, don't hesitate to call the local police or call the CDO at the number on your Liberty Card. The local police will assist servicemen whenever possible to protect them from harmful practices on the part of civilian establishments. The CDO can direct you as to what procedures to follow.

Liberty Brief

1. Recruit Liberty and times which it is authorized
2. Returning late
3. Limitations and restrictions that apply to liberty
4. Navy's position on drug abuse
5. Conduct which reflects favorably on the U.S. Navy
6. Professionalism
7. Public displays of affection
8. Buddy system
9. Transportation
10. Off limit areas
11. Contracts
12. Shuttle services
13. Emergencies
14. Threat Con

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (Rev.10-81)
SN 0106-LF-010-6991

SHIP OR STATION

RECRUIT TRAINING COMMAND, GREAT LAKES, IL 60088-3127

_____: ADMINISTRATIVE COUNSELING/WARNING

DATE: _____

1. I understand that recruit individual liberty is a continuation of training and that liberty requires personal responsibility and military bearing to properly interact in a civilian environment.
2. In accordance with RTCINST 3000.1A, I have been briefed on the following and understand that if any are violated, I may be subject to disciplinary action:
 - (1) Hitchhiking is prohibited at all times to military personnel.
 - (2) Drugs, as defined by U.S. Navy Regulations Article 1138, are strictly prohibited.
 - (3) Alcoholic beverages shall not be consumed at any time, regardless of age.
 - (4) Food, magazines, newspapers, pornographic materials, cell phones or any other portable electronic devices, tobacco products or associated paraphernalia, or any articles in (2) or (3) shall not be brought back to Recruit Training Command.
 - (5) Borrowing or lending of money and gambling in any form is prohibited.
 - (6) The use of tobacco products while on recruit liberty is prohibited.
 - (7) Remain in complete uniform at all times. (Civilian clothes are prohibited.)
 - (8) Public Displays of Affection between sailors and/or civilians is prohibited while in uniform.
 - (9) Off limit areas will be avoided.
 - (10) Operation of any type of motor vehicle is prohibited.
3. Be aware of sales contracts that sound "too good to be true."
4. I will not hesitate to call the Command Duty Officer for any action that could cause a delay in my return to RTC. I understand that this does not excuse me from being late, but the circumstances will be taken into account.
5. I understand that I am a personal representative of the Navy and I must obey all civil and military regulations at all times.

Group Commander/ Fleet Commander

DATE: _____ I hereby acknowledge the above page 13 entry.

WITNESS SIGNATURE AND DATE

MEMBER'S SIGNATURE AND DATE

NAME (LAST, FIRST, MIDDLE)	SSN	BRANCH/CLASS	USN
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PRIVACY ACT STATEMENT

THE ATTACHED RECORD CONTAINS PERSONAL INFORMATION CONCERNING AN INDIVIDUAL. USE AND DISCLOSURE THEREOF IS GOVERNED BY SECNAVINST 5211.5D. UNAUTHORIZED DISCLOSURE OF PERSONAL INFORMATION FROM THIS RECORD COULD SUBJECT THE DISCLOSER TO CRIMINAL PERNALITIES.

SIGNATURE _____

Quarterly Verification Record

DATE	SIGNATURE	DATE	SIGNATURE

RTCINST 3000.1A

NAME/RANK/DESIG: _____

CURRENT BILLET AT RTC: _____

DATE REPORTED TO COMMAND: _____

DATE COMPLETED INDOC: _____

1. Administrative data .

- a. Full Name (indicate if changed during period).
- b. Rate and warfare/qualification designator(s). (Indicate if frocked or selectee.)
- c. SSN.
- d. USN or USNR. If USNR on active duty, indicate status: i.e., extended active duty, TAR, ADSW, OYR, CANREC, AT, or ADT.
- e. Date reported to present command.
- f. Ending date of last Regular report.
- g. Date of rate.

2. Duties assigned and number of months assigned during this report period. (List by duty title.)

- a. Division, Air Crew, etc. to which assigned.
- b. Primary duties.
- c. Collateral duties.
- d. Watchstanding duties.
- e. TEMADD/TEM DU. (Where, when, and why.)
- f. Significant periods not available for duty, if any. (If first report at this command, include any delay or TEMDU prior to reporting.) Do not include brief illness or normal leave.

3. Job information

a. Principal activities and responsibilities. Include equipment operated or qualified to operate, and "customers" served, if applicable.

b. Individual accomplishments, including experience gained and contributions to team achievements.

c. Responsibilities for classified material.

4. Supervision and Leadership

5. Goals while at Recruit Training Command:

a.

b.

c.

d.

To: Recruit Division Commander
From: LCPO/Ship Officer

Welcome Aboard!

Your reputation as a Recruit Division Commander and that of your division go "hand in hand", if you maintain it the reputation of the division will follow suit. Most importantly, if you need assistance ASK FOR IT. If you have any questions about any aspect of recruit training or the redbook ask or call someone. Talk to other Division Commanders before your events and get the latest scoop. Do not wait until after the inspection to find out your guess was wrong, clear up the gray areas before the inspection.

If you wish to discuss anything, please feel free to stop by the Group Commander anytime. Your input is important to all of us.

We believe that everyone here is a professional and will do what is expected of him or her if they know what that is. We have very few rules in this ship, but there are some important guidelines that we all need to be aware of.

1. **REDBOOK/SOP/INSTRUCTOR GUIDES:** The Redbook, Standard Operating Procedures and Instructor guides are part of each compartment publication and are to be used by Division Commanders to ensure they are familiar with specific areas of instructions at RTC. BE FAMILIAR WITH THEM BOTH.
2. **COMPARTMENTS:** Each compartment should be set up when you arrive. If you are in need of anything, let the BMS know, or the LCPO. Do not take anything out of another compartment.
3. **QUARTERS:** Held at the discretion of the Group Commander/LCPO. All the information is important to you. One RDC from each active division should be at quarters. If you cannot be there, make sure someone takes good notes for you. It is mandatory to be present at quarters if you are not actively pushing. Also, there is a required reading board that is updated frequently. Check it daily for new information.
4. **DUTY:** You will stand Ship OOD/Rover and will be responsible for the entire ship. Read the instructions in the OOD folder, the SOP, and follow the OOD check-off list. Ensure that the daily paperwork is complete and accurate.

5. **APPOINTMENTS:** Make sure that you and your recruits are at scheduled appointments and on time. Let us know when there is a problem.

6. **PAPERWORK:** I need yours on time. Drop comments must be turned in IAW the notes in your schedule. Pay attention to the notes that I put on your hardcards. Ensure that REU evaluations are complete and accurate. Make sure award nominations are submitted IAW the notes in your schedule. Late inputs could result in a recruit not getting an award that they deserve.

7. **LIBERTY:** If something comes up where you are needed, make sure your partner can reach you. Let us know how to reach you in case of emergencies or urinalysis, etc. Make sure your recall is up-to-date.

8. **MALTREATMENT:** Don't do it. Abusive language will not be tolerated.

9. **WORK TOGETHER:** Always try to work out questions within the Division Commander assigned to the division. Do not bypass the knowledge in the assigned division first. If there are still questions, by all means ask for help if you need it. Be open to criticism. I prefer to fix things within the ship instead of having an inspector find a problem.

10. **IMPROVEMENTS:** We can always improve the way we do things. If you have an idea, bring it to us.

11. **CONFLICTS:** There will be times when you do not agree with FTT the other Division Commanders or with the LCPO or Group Commander. Do not argue in front of recruits, go to the lounge or the office. Also, do not discuss RTC policy that you disagree with in front of recruits. Our job around recruits is to enforce policy, not disagree with it. Again, use the lounge or office and talk with other RDC's. All complaints with FTT go through the Ship's LCPO.

12. **PERSONAL PROBLEMS:** We all have them from time to time. We do care about the staff in this ship. Let us know what is going on and we will try to help. Do not let a personal problem get out of hand until it starts to affect your performance.

13. **SHIP'S ACCESS:** All personnel will show ID card to the quarterdeck and aft brow watch which will be checked against the access list, be patient with the recruits and train them if there is a problem.

14. **MUSTER:** We must account for your every working day. If you are going to be late, give us a call at ____ (phone) prior to 0700. Ask to speak to the Ship LCPO/Group Commander/OOD, do not rely on a recruit to get a message to us.

15. **COMMANDING OFFICERS P-DAYS BRIEF:** Ensure you and your partners know when and where is the CO's brief with your division. Call your LCPO/GC or scheduling if you need assistance.

Once again, welcome aboard!

1. **COMMANDING OFFICERS GUIDANCE.**

a. All - several incidents have come to my attention this past week in which individuals were made to stand and/or sit under ladder wells for extended periods by RDCs and with the knowledge of the Fleet leadership. In both cases the individuals involved spent 2 or more days in this position for periods exceeding 8 hours. In one case, the individual ended up missing two A school class dates and at least 7 days of lost training. In the course of investigating these allegations several other questionable disciplinary practices were brought to my attention including the removal of the Navy ball cap from individuals as a form of humiliation/punishment, the use of PT to obtain confessions, and the illegal search and seizure of recruit belongings in the form of health and comfort inspections.

2. So that everyone knows what my guidance is on the proper disciplining of recruits and Sailors the following directives are promulgated:

a. Standing/Sitting under ladder wells: Recruits will not be made to stand and/or sit under ladder wells for periods exceeding 30 mins. If directed by proper authority (RDC, Ship's LCPO, Ship's Officer, or Fleet leadership), a recruit will not be made to stand in this position for periods exceeding 10 mins at which time the recruit will be permitted to stand at parade rest or take a seated position. A minimum of 10 mins at parade rest or in a seated position is required before directing the recruit to take a standing position again. It is the responsibility of the directing authority to ensure the recruit's health is monitored at all times.

b. Removal of the Navy Ball cap: From this point on, a recruit is considered a Sailor upon successful completion of Battle Station and receipt of their Navy ball cap. Under no circumstance will a Sailor have their Navy ball cap removed without my direct authorization. Once a recruit completes Battle Stations they are a Sailor and as such, they will be held to a higher standard. Therefore any infraction committed by a Sailor after Battle Stations and prior to their transfer from RTC, will be handle as they would if that individual committed a similar offense in the fleet. Minor infractions will be handled by the Fleet Commanders using EMI. Major infractions will be brought to XO1 with a determination for further processing under Captain Mast of Courts-Martial.

c. Health and Comfort Inspections: The only individual authorized to direct a Health and Comfort inspection is the Commanding Officer. The inspection must be based upon health or safety concerns, and/or specific information regarding the presence of contraband. Therefore, from this point forward, no health and safety inspections will be conducted without my authorization. I will authorize such inspections only upon a showing that one of the foregoing reasons exists for the inspection. The CDO should be contacted first, and then he/she will contact me. In no case shall a recruit's A&B drawers be searched except upon proper authority from me. Other than health and comfort, a recruit's A&B drawers may only be searched upon a proper showing of probable cause that such drawers contain evidence of a crime. I shall be the sole authority, with advice from the SJA, as to whether such probable cause exists in any given situation. In most case, pending legitimate reasons, I will authorize a Health and Comfort inspection requested by the division leadership.

d. AITing of Sailors: We don't do this in the Fleet and we are not doing it at RTC. If a Sailor (post Battle Stations) commits an infraction they will be treated as a Sailor would in the Fleet - no longer will AIT be used to punish a post Battle Station Sailor. Punishment for the offense depending, on the severity, will be administered as outlined above - EMI, XOI, Captain's Mast or Courts-Martial. Any questions/concerns regarding the policy set forth above should be brought to my attention via the chain of command. My number one priority is recruit and staff health - both!. The policies above should eliminate any confusion there may have been previously about what is required.

POLICY GUIDANCE NUMBER #2

1. My number one priority during my tour as Commanding Officer of Recruit Training Command is both Recruit and Staff health. The staff of RTC serves as the role models for our next generation of Naval leaders. As such, it is imperative that we conduct and hold ourselves to the highest possible standards. The Sailor and RDC Creed are the bedrock for the staffs' behavior as we carry out the important mission of transforming citizens into Sailors.

2. My vision is to make RTC duty rewarding both professionally and personally. I will do everything in my power to promote RDC and Instructor duty at the various levels in the Navy to ensure RTC promotion and retention rates remain among the highest, if not the highest, in the Navy. My goal is to raise the requirement bar for RTC assignment whether it be RDC, Instructor, or Staff duty so that when you return to the Fleet, your time at RTC will be recognized by every Commanding Officer as one of the Navy's most important jobs, most difficult assignments, and that you are among the Navy's very best.

3. It is also my vision and goal to eliminate all forms of sexual misconduct and fraternization at RTC during my tour as Commanding Officer. As stated numerous times and in various forms by the Navy leadership, there is no place in our Navy for this type of behavior. As such, and in keeping with the guidance I put out at my Captain's Calls when I assumed Command, the following offenses are **ZERO TOLERANCE** issues for the staff of RTC:

a. **Staff to Recruit or Staff on Staff.** If found guilty at CO's Mast of committing these offenses, you can expect to receive the maximum punishment and processing for Admin Separation with an OTH discharge. **There are no gray areas here or degrees of sexual misconduct**, it does not matter if you are a CDR, Master Chief, Sailor of the Year, or an average individual, the punishment will be the same.

b. **Staff to recruit fraternization or staff on staff fraternization (OFFICER AND ENLISTED).** As with Staff on Recruit sexual misconduct, Staff on Recruit fraternization will be handled in the exact same manner. **Once again, there are no gray areas or degrees of fraternization** - if you choose to do it, you will be punished to the maximum extent possible and processed for Admin Separation with an OTH discharge.

c. **DRUG ABUSE (Both staff and Recruit)**. If found guilty at CO's Mast, and regardless of rank or time in service, you can expect to be punished to the maximum extent possible and processed for Admin Separation with an OTH discharge.

d. **RACIAL INCIDENTS (To include comments, cartoons, drawings, mannerisms, and/or jokes)**. If found guilty at CO's Mast, and regardless of rank or time in service, you can expect to be punished to the maximum extent possible and processed for Admin Separation with an OTH discharge.

e. **HAZING (It is each individual's responsibility to understand what constitutes hazing under current guidance. Ignorance of the guidance is no excuse)**. If found guilty at CO's Mast and regardless of rank or time in service, you can expect to be punished to the maximum extent possible and processed for Admin Separation with an OTH discharge.

As Commanding Officer, I reserve the right to judge each offense based on the details, evidence, and circumstances surrounding the charges. In most cases, I will impose the maximum punishment for the five offenses listed above however, there may be lesser degrees of Hazing and Racial incidents in which I will pursue something other than the maximum punishment.

For RDCs and Instructors, if you are accused of committing one of the five Zero Tolerance Offenses, a decision will be made as to whether or not you continue your current duties pending the outcome of legal proceedings. That determination will be based on the allegations, evidence in the case, and witness statements. If it's determined that removal of current responsibilities is in the best interest of the Command while awaiting NJP or CM you can expect one of the following actions: 1) temporary reassignment (RDC retains Red Aiguillette, Badge, and SDAP or 2) temporary reassignment (Removal of Red Aiguillette, Badge, and SDAP).

AMENDMENT TO POLICY GUIDANCE #2

From: Commanding Officer, Recruit Training Command
To: Recruit Training Command

Subj: MILITARY JUSTICE AND DUE PROCESS OF LAW

1. One of my primary duties as Commanding Officer of Recruit Training Command is to maintain good order and discipline within this command and ensure that all personnel adhere to the highest possible standards of conduct. This responsibility includes a moral and legal obligation on my part to administer justice at this command in the most fair and impartial manner possible. This is a commitment to all personnel that I take extremely seriously.

2. Recently, I was very disturbed to learn that my Policy Guidance #2 has caused some to believe that I would not be fair to Staff or Recruit Personnel accused of certain offenses. In that policy paper, I sought to emphasize that certain misconduct greatly undermines everything we work so hard to accomplish here. The specific types of misconduct I mentioned were drug abuse, fraternization, and hazing. The purpose of my Policy Guidance #2 was to highlight my commitment to enforcing existing Navy rules and regulations regarding there offenses.

3. However, nothing in my Policy Guidance #2, and noting I have ever stated in any formal or informal setting should in any way be seen as lessening my solemn and unshakeable commitment to the fair treatment of everyone at this command. I therefore believe that it is important that my views concerning military justice are completely understood by all hands.

a. CO's Mast. When I conduct CO's Mast for a person accused of any offense, I absolutely consider the person reporting to me completely innocent unless or until I see or hear sufficient evidence to persuade me otherwise. Regardless of the offense charged against the person, I will carefully consider anything that accused person has to say or provide in the way of documentary evidence or witness testimony. If someone does not want to say anything at mast, I will not take that as some kind of admission of guilt. On those occasions when the evidence is sufficient to persuade me that the accused person has committed misconduct, I will carefully consider the full range of appropriate punishments, from no punishment at all, to a verbal warning or reprimand, all the way up to the maximum. Each case is unique and will be judged on a case-by-

case basis. Then, after considering the individual facts and circumstances of the case, I will award the lowest amount of punishment necessary to maintain good order and discipline. This commitment to fairness and impartiality extends to every CO's Mast case I hear, regardless of the offense.

b. COURTS-MARTIAL. Similarly, I shall insist that every courts-martial that I convene be conducted in a completely fair and impartial manner. RTC personnel serving as members of a courts-martial jury need to keep in mind that I have no pre-existing opinion whatsoever as to what outcomes I expect or desire. Whenever I send a case to courts-martial, I fully expect the court members to consider all of the evidence carefully, to listen and obey the instructions of the military judge, and to make their decisions as their individual consciences dictate. For court members to do less would amount to a dereliction of duty.

4. Good order and discipline at Recruit Training Command can only be successfully maintained if there is confidence that the military justice system is being administered in a way that is completely fair to all hands. When I raised my hand and took an oath to support and defend the Constitution, I took that oath very seriously. In my opinion, it is part of my duty to ensure that the Constitutional rights of all personnel are protected, including in those instances where criminal charges are involved. All hands can be completely confident, therefore, that any person facing criminal charges at this command will always get a fair shake from this Command Officer.

REQUEST FOR INVESTIGATION

1. The following information is required to be forwarded to legal Department to request an investigation be initiated.

Name (suspect)	M/F	RATE	SSN	DOB	SHIP	DIV	DOT

Name (victim/witness)	M/F	RATE	SSN	DOB	SHIP	DIV	DOT

Date/Time of Incident: _____ Date/Time Reported to Staff _____

Brief synopsis of Incident _____

2. This form should be brought to Legal Department by a staff member who has knowledge of the incident in case clarification is needed.

3. The subject(s) Chain of Command must be informed of and approve all investigative requests by initialing this form.

LCPO: _____ OR GROUP COMMANDER: _____

RECRUIT BOARD NOMINATION FORM

PERSONAL INFORMATION:

(LAST NAME, FIRST MI.)

(SOCIAL SECURITY NUMBER)

DIVISION #: _____ SHIP #: _____

CIRCLE: USN / USNR

MALE / FEMALE

HOMETOWN:

(CITY/STATE)

COLLEGE ATTENDED: _____

LIST DEGREE (S) :

AFTER RTC, ARE YOU GOING TO: ATD: SN, FN, AN

OR AN "A" SCHOOL:

(NAME OF "A" SCHOOL)

CIVILIAN EMPLOYMENT (list all jobs held):

HAVE YOU HAD PREVIOUS MILITARY SERVICE? (LIST BRANCH, RANK AND DUTIES)

WHAT IS YOUR POSITION IN YOUR DIVISION?

NEXT OF KIN:

NEXT OF KIN:

(FIRST NAME, MI LAST NAME)

(FIRST NAME, MI LAST NAME)

(RELATIONSHIP)

(RELATIONSHIP)

(STREET ADDRESS)

(STREET ADDRESS)

(CITY, STATE, ZIP CODE)

(CITY, STATE, ZIP CODE)

HONOR RECRUIT FORM

DIVISION #: _____

SHIP #: _____

HONOR RECRUIT NOMINEE:

(LAST NAME, FIRST NAME, MI.)

(SOCIAL SECURITY NUMBER)

(HOMETOWN - CITY / STATE)

CIRCLE: USN / USNR
 MALE / FEMALE

HONOR RECRUIT NEXT OF KIN:

(LAST NAME, FIRST NAME, MI.)

(RELATIONSHIP)

(STREET ADDRESS)

(CITY / STATE / ZIP CODE)

HONOR RECRUIT NEXT OF KIN:

(LAST NAME, FIRST NAME, MI.)

(RELATIONSHIP)

(STREET ADDRESS)

(CITY / STATE / ZIP CODE)

HONOR RECRUIT NOMINEE: (alternate):

(LAST NAME, FIRST NAME, MI.)

(SOCIAL SECURITY NUMBER)

(HOMETOWN - CITY / STATE)

CIRCLE: USN / USNR
 MALE / FEMALE

HONOR RECRUIT NEXT OF KIN:

(LAST NAME, FIRST NAME, MI.)

(RELATIONSHIP)

(STREET ADDRESS)

(CITY / STATE / ZIP CODE)

HONOR RECRUIT NEXT OF KIN:

(LAST NAME, FIRST NAME, MI.)

(RELATIONSHIP)

(STREET ADDRESS)

(CITY / STATE / ZIP CODE)

DIVISION COMMANDER # 1

(RATE, LAST NAME, FIRST, MI)

(HOMETOWN – CITY / STATE)

DIVISION COMMANDER # 3

(RATE, LAST NAME, FIRST, MI)

(HOMETOWN – CITY / STATE)

DIVISION COMMANDER # 2

(RATE, LAST NAME, FIRST, MI)

(HOMETOWN – CITY / STATE)

LCPO SIGNATURE

ACADEMIC AWARD WINNER

DIVISION #: _____

SHIP #: _____

ACADEMIC AWARD NOMINEE:

AAW NOMINEE NEXT OF KIN:

(LAST NAME, FIRST NAME, MI.)

(LAST NAME, FIRST NAME, MI.)

(SOCIAL SECURITY NUMBER)

(RELATIONSHIP)

(HOMETOWN - CITY / STATE)

(STREET ADDRESS)

CIRCLE: USN / USNR
MALE / FEMALE

(CITY / STATE / ZIP CODE)

AAW NOMINEE NEXT OF KIN:

GPA TEST 1: _____

(LAST NAME, FIRST NAME, MI.)

2: _____

(RELATIONSHIP)

3: _____

TOTAL GPA: _____

(STREET ADDRESS)

(CITY / STATE / ZIP CODE)

ACADEMIC AWARD NOMINEE:

AAW NOMINEE NEXT OF KIN:

(LAST NAME, FIRST NAME, MI.)

(LAST NAME, FIRST NAME, MI.)

(SOCIAL SECURITY NUMBER)

(RELATIONSHIP)

(HOMETOWN - CITY / STATE)

(STREET ADDRESS)

(CITY / STATE / ZIP CODE)

CIRCLE: USN / USNR
MALE / FEMALE

AAW NOMINEE NEXT OF KIN:

GPA TEST 1: _____

(LAST NAME, FIRST NAME, MI.)

2: _____

(RELATIONSHIP)

3: _____

TOTAL GPA: _____

(STREET ADDRESS)

(CITY / STATE / ZIP CODE)

LCPO SIGNATURE

MERITORIOUS ADVANCEMENT RECOMMENDATION LETTER

DATE: _____

From: Division Commander, Division _____
 To: Officer in Charge, PSD, RTC (Attn: Recruit Records)
 Via: (1) Group Commander,
 (2) Fleet Commander, Atlantic Fleet

Subj: RECOMMENDATION FOR MERITORIOUS ADVANCEMENT

Ref: (a) RTCINST 1430.2G

1. Per reference (a), the outstanding performance of the following E-1 or E-2 recruits in all areas of training places them in the top of their competitive group. Request advancement as indicated:

- a. Total Division Strength: _____
- b. Total designated for automatic advancement: _____
- c. Total for consideration (a minus b): _____
- d. Number of recruits eligible for advancement (10 percent of c) _____

NAME	SSN	ELIGIBILITY VERIFIED BY LCPO (SIGNATURE)
-------------	------------	---

RDC

FIRST ENDORSEMENT

1. Forwarded, recommending approval DATE: _____

Group Commander

SECOND ENDORSEMENT

1. Approved.

Fleet Commander

DATE

RECRUIT DIVISION COMMANDER EVALUATION

NAME	RATE	SSN	DIV	SHIP

ENTER DATES BELOW

DIVISION FORMED	1-1 DOT	BEGAN FCT	END FCT	PIR	DEPART

DIVISION STRENGTH INFORMATION

# OF RECRUITS ON 1-1 DOT	ASMO'ED IN	ASMO'ED OUT	MEDICAL

LEGAL	TEST SETBACKS	DSPL SETBACKS	PFTU	FAST	PASS	OTHER

# OF COMPARTMENT HITS		# OF STREET HITS	
# OF TRAINING DEFICIENCIES		# OF PROFESSIONAL DEFICIENCIES	
# OF RED SCORES		WHAT AREAS WENT RED	

AREA	SHIPS LCPO COMMENTS
LEADERSHIP	
INSTRUCTOR ABILITY	
ADMINISTRATIVE	
COUNSELING ABILITY	
OVERALL OBSERVATION	

LCPO NARRATIVE ON PERFORMANCE

RDC SIGNATURE: _____

RATE AND NAME OF PARTNER: _____

GROUP COMMANDER SIGNATURE: _____ **DATE:** _____

RECRUITER ASMO OUT NOTIFICATION FORM

CHECK-OFF ITEMS		Senior RDC Initials	Recruit Initials
* 1. Obtain ASMO out slip and recruiter phone number prior to calling recruit.			N/A
** 2. Senior RDC and recruit call Recruiter/RINC/NRD headquarter with ASMO information.			
3. Senior RDC provides recruiter with recruiter's new division information.			
4. Recruit's new Pass-in-Review (PIR) date:			
Name of person contacted:			
Date and time contacted:			
5. Senior RDC provide Recruiter/RINC/NRD headquarters time to speak with recruit prior to ASMO out.			
6. Enter this form in the recruiter's hardcard and maintain a copy with ASMO out slip.			

*** RDC WILL UTILIZE CNRC PHONE DIRECTORY LOCATED IN SLCPO OFFICE.**

**** ENSURE THAT CONTACT IS MADE WITH RECRUITER, RINC OR NRD HEADQUATERS.**

RECRUIT'S NAME: _____

SSN: _____

DIV. FROM: _____ DOT: _____

DIV. TO: _____ DOT: _____

RECRUITER/RINC/NRD PHONE NUMBER _____

DAILY ASSESSMENT SHEET

COMPARTMENT	A-1	B-1	C-1	D-1	E-1	F-1	A-01	B-01	C-01	D-01	E-01	F-01	A-02	B-02	C-02	D-02	E-02	F-02
	S / U	S / U	S / U	S / U	S / U	S / U	S / U	S / U	S / U	S / U	S / U	S / U	S / U	S / U	S / U	S / U	S / U	S / U
WATCH																		
GREETING																		
APPEARANCE																		
LOG																		
WORKCENTER																		
CLEANLINESS																		
LIGHTS/EQUIP																		
HEAD																		
COMMODOES																		
SINKS																		
SHOWER AREA																		
FORWARD HOLD																		
WASH ROOM																		
DRYING ROOM																		
COMPARTMENT																		
ON SPOT																		
DECK																		
DUST																		
LOUNGE																		
ON SPOT																		
DECK																		
DUST																		
PASSAGEWAYS																		
DECK																		
LADDERWELL																		

COMMENTS (USE REVERSE IF NECESSARY)

INSPECTOR	DATE	TIME
------------------	-------------	-------------

A-02	B-02	C-02	D-02	E-02	F-02
A-01	B-01	C-01	D-01	E-01	F-01
A-1	B-1	C-1	D-1	E-1	F-1

FLAG PLACEMENT

1. If the uniform of the day is "carry flags", then competitive flags will be posted outside the ship.
2. Competitive flags will be hoisted and hauled down 15 minutes prior to sunrise and sunset, as listed in the Plan of the Week.
3. The ship's flag will remain hoisted at all times, unless directed by Ship's Officer.
4. When heat/chill conditions are in effect, the corresponding flag will be flown.
5. The third substitute pennant will remain hoisted at all times unless Ship's Officer is present in the ship.
6. Ship's flag will be flown on the port halyard (determined when looking from the ship to the street). The heat/chill condition flag and third substitute flag will be posted under the ship's flag.
7. Flags will be raised from starboard to port.
8. Only flags earned by divisions in the ship will be posted from starboard to port on the remaining halyard, (6,5,4,3,2).
 - a. Hall of Fame
 - b. CNO
 - c. Battle "E"
 - If earned, the above 3 flags will be flown on the same halyard.
 - d. Star
 - e. Drill
 - f. Athletic
 - g. Scholastic
 - h. Captain's Cup

9. Flags will be hauled down in the order opposite of what they were hoisted.

10. The OOD shall ensure competitive flags are posted/secured when Uniform of the Day warrants it at proper times.

11. The OOD shall ensure competitive flags are posted in precedence as outlined above.

UNIFORM OF THE DAY

OOD: _____ DATE: _____

REVEILLE. ALL HANDS HEAVE OUT AND TRICE UP. UNIFORM OF THE DAY IS AS FOLLOWS: WEAR UTILITIES, SWEATER, UTILITY JACKET, PEACOCK, BALL CAP, WATCH CAPS UP/DOWN, SKI MASK, SCARF, CARRY/WEAR RAINCOAT WITH/WITHOUT LINER WEAR THIN /THICK GLOVES. CARRY GUIDON. CARRY/SECURE FLAGS. SET HEAT/CHILL CONDITION 1, 2, 3, 4, 5. WINDOW DRESS, ALL OUTBOARD WINDOWS CLOSED/OPEN TO THE LENGTH OF A BJM/BMR. AEROBIC TRAINING WILL BE CONDUCTED IN DRILL HALLS/DRILL HALLS AND GRINDERS.

CROSS OUT THE INFORMATION
THAT DOES NOT APPLY

QUARTERDECK COPY

UNAUTHORIZED ITEMS TO BE IN POSSESSION BY RECRUITS IN TRAINING

1. Large cans of shaving cream. (12oz. Or larger)
2. All aerosol containers.
3. After shave/cologne.
4. Lighter fluid.
5. Disposable Lighters (the fluid cartridge of a "Zippo". lighter will be confiscated, the casing will be retained with the recruit).
6. Magazines, books (non-Navy).
7. Playing cards, dice, gambling paraphernalia.
8. Large bulky stationery.
9. Large hair combs/afro pics, rakes or anything made of metal.
10. Anything in glass containers including mirrors.
11. Double edge razors, blades.
12. Cigarettes, cigars, pipes, tobacco, chewing tobacco.
13. Large deodorants (larger than 4oz).
14. Alcohol-based health & comfort items.
15. Music playing devices (CD/cassette player, radios).
16. Civilian clothing.
17. Cameras.
18. Electric razors.
19. Large hair dryers.
20. Curling irons.
21. Other electrical items deemed unnecessary by the OOD.
22. Food items (gums, candy, chip, etc).
23. All non-prescription drugs and medications that include but are not limited to:
 - a. Phisoderm, PhisoHex, etc.
 - b. Foot powders.
 - c. Rubbing alcohol.
 - d. Motion sickness medication.
 - e. Commercial sleeping aide.
 - f. Decongestants.
 - g. Acne medications.
 - h. Antihistamines.
 - i. Analgesics.
 - j. Eye wash (exception: saline solution for contacts).
 - k. Sex related materials (excluding diaphragms and condoms).
 - l. Vitamins.
 - m. Firearms.
 - n. Ammunition/fireworks.
 - o. Clubs, batons, etc.
 - p. Brass knuckles.
 - q. All straight razors, knives, ice picks, scissor.
 - r. Narcotics/illegal drugs or any paraphernalia.

RTC SAFETY SEP 2000

THIS FORM WILL BE SUBMITTED IAW OPNAVINST 5100.23E CH14

SUPERVISOR'S REPORT OF INJURY OR ILLNESS

<i>Data on Injured or Ill Person</i>				Safety Office Use Only		
				File Number:		
1. Name		2. Rank/Rate	3. Sex	4. Age	5. SSN	
6. Occupation	7. Phone	8. Command/Division/Ship			9. Bldg	
10. Date/Time of Injury/Illness		11. Type of Injury/Illness			12. Body Part	

AMBULANCE DATA (Complete Blks 13 thru 21 when an ambulance is called)

13. Time Ambulance called	14. Arrived	15. Departed	16. Destination	17. Ambulance #	18. Driver Name
19. Action Taken By Ambulance Crew:			20. Time Notified Admin/CDO		
21. OOD: Disposition of Member					

Mishap Data

22. Cycle Work Schedule S M T W TH F S		23. Drug/Alcohol Related? (Y / N)		24. Experience Performing Task? (Yrs / Mos)	
25. Location (Be specific, e.g. street, BLDG, room number ect...)			26. Evolution at Time of Mishap:		
27. Cause of Mishap:			28. PPE Used ? (Y / N)	29. PPE Required ? (Y / N)	
30. Narrative (Chain of events leading up to and through and subsequent to mishap):					
31. Was there an awareness of the unsafe conditions or equipment? (Y / N) What Type?					
32. Corrective action to prevent recurrence : (Should be clear and realistic recommendation)					

Witnesses (Attach Sheet if Needed)

34. Name:	35. Phone:	36. Name:	37. Phone:	38. Name:	39. Phone:
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Supervisory Data (Mandatory Entry)

40. Immediate Supervisor :		41. Division Officer :		42. Department Head :	
43. Supervisor at time of Injury/ Illness		44. Command:		45. Bldg Number:	46. Phone:
47. Division Officer / LCPO Signature:					48. Date

Copy to : **RTC Safety Office File**

Originator

FIRE DRILL PROCEDURES

- Conducted every Tuesday at 1800.
- Tell the JOOD that a fire drill is being conducted.
- The OOD shall pass the word **"THIS IS A DRILL, THIS IS A DRILL. FIRE, FIRE, FIRE. THERE IS A CLASS (TYPE OF FIRE) IN COMPARTMENT _____. ALL HANDS EVACUATE THE SHIP AND MUSTER IN DESIGNATED AREAS. WATCHES ENSURE YOU MAKE AN ACCURATE HEAD COUNT, NOTE THE TIME FOR EVACUATION, AND REPORT TO THE OOD ON THE QUARTERDECK."** (REPEAT)
- Ensure JOOD utilizes the Fire Drill Muster Sheet.
- The OOD shall ensure that all divisions are accounted for.
- Once it is determined that all spaces have been evacuated, the OOD will then notify all divisions to return to their compartments.
- The OOD will verify the Quarterdeck Log has been documented.
- Notify the CDO of the fire drill results; include the time to evacuate the building, maximum of 90 seconds.
- During inclement weather and chill conditions check with ship's LCPO or ACDO/CDO after working hours for alternate muster place.

CDO CONTACT LIST

THIS LIST IS NOT ALL ENCOMPASSING, WHEN IN DOUBT
CONTACT THE CDO
EXT 7865/7866

RECRUITS FIGHTING
REFUSAL TO TRAIN
HAZING
THEFT
BELLIGERENT RECRUIT
RECRUIT TO RECRUIT CONTACT
UA RECRUIT
SEXUAL MISCONDUCT
FRATERNIZATION
SUICIDE IDEATION/GESTURE/ATTEMPT
FIRE
AMBULANCE
VANDALISM
BOMB THREAT
TERRORIST THREAT
FIRE DRILLS
SECURITY ALARMS

BOMB THREAT CHECKLIST

Exact time of call: _____ A.M. / P.M.

Exact words of the Caller:

QUESTIONS TO ASK

1. When is the bomb to explode? _____
2. Where is the bomb located? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle)

Calm	Slow	Crying	Slurred
Stutter	Deep	Loud	Broken
Giggling	Accent	Angry	Rapid
Stressed	Nasal	Lisp	Excited
Disguised	Sincere	Squeaky	Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Threat Language	Well Spoken	Foul	Incoherent	Irrational
	Taped	Educated	Message read by threat maker	

Person receiving call: _____

Building & Telephone number call received at? _____

**COMMAND DUTY OFFICER
SUICIDE PROFILE REPORT (3-4 DOT AND BEYOND)**

Date: _____
Time: _____

Name: _____ SSN: _____ Age: _____ Sex: _____

Div/Ship: _____ DOT: _____ Suicide Gesture _____ Attempt _____

Location of incident: _____ Nature of Injury: _____

Notifications: XO: _____ CO: _____ NTC CDO (Beeper 203-9047): _____

Copy of Hardcard attached: _____ Faxed to NTC CDO (3970): _____

CDO INVESTIGATION RESULTS

RDC Comments: _____

Recruit Staff Comments: _____

Prior History of Medical/Emotional/Mental Duress: YES/NO (CIRCLE)
(If YES, explain) _____

Chaplain: _____ RCU: _____ MOT: _____ RDC Counseling: _____

CDO/ACDO Appraisal (Why did this event occur; Dear John letter,
PT Failure, Battle Stations Failure?): _____

SHIP'S CLEANING CHECKLIST

RDCs Lounge

- Dust all horizontal surfaces
- Clean inside and outside of the microwaves
- Clean and sanitize head
- Refill toilet paper and paper towels
- Refill hand soap dispenser
- Clean coffee mess area
- Sweep and swab deck
- Take out trash

Quarterdeck

- Polish all bright work
- Clean all windows and glass surfaces
- Dust all horizontal surfaces
- Dust all quarterdeck picture frames
- Sweep and Swab deck
- Shake out floor mats

Ship's Office

- Dust all horizontal surfaces
- Clean coffee mess area
- Sweep and swab
- Take out trash
- Don't touch or move anything on the desks. Don't touch the computer.

Outside

- Polish all bright work
- Police the area and pick up trash

Yeoman cage

- Dust all horizontal surfaces
- Clean and organize lockers
- Clean and tidy up desks
- Sweep and swab
- Take out trash

Forward Hold

- All containers stowed properly
- Swabs, brooms and dust mops stowed properly
- Buckets and cadillacs empty and stowed
- Supplies stowed properly

1st, 2nd, and 3rd decks

- Sweep and swab decks/ladders
- Dust all horizontal surfaces
- Polish bright work

General

- Replace any burnt out light bulbs
- Sweep, swab and buff decks on Sundays
- Clean baseboards.

When swabbing decks, ensure that there are appropriate warnings posted for wet decks. Return all cleaning gear to the forward hold. Never leave them unattended.